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ABOUT AISP

The purpose of the Association of Information Systems Professionals (AISP) is to develop and disseminate ideas, methods and techniques pertaining to the processing and flow of information in the automated office environment. AISP also seeks to enhance the recognition and status of, and provide meaningful services and programs to, those who design, implement, manage, and use various types of information systems. AISP creates and markets publications and services to four special interest groups or divisions of the overall information systems community: Word Processing, Integrated Systems, Technical Specialties, and Education and Training. The organization also sponsors Syntopican, an annual office automation conference and exposition.

A3354-1

TENTH ANNUAL SALARY SURVEY RESULTS 1984

In U.S.: 15 information/word processing positions • 20,518 employees • 2,132 companies
In Canada: 15 information/word processing positions • 2,370 employees • 259 companies

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U.S. Zip Code Regions:
0 — Maine, Connecticut, Vermont, New Hampshire, Massachusetts, New Jersey, Rhode Island 9
1 — Pennsylvania, New York, Delaware 10
2 — Washington DC, North Carolina, Virginia, West Virginia, Maryland 11
3 — Tennessee, Mississippi, Alabama, Georgia, Florida 12
4 — Michigan, Indiana, Ohio, Kentucky 13
5 — Montana, North Dakota, South Dakota, Wisconsin, Iowa, Minnesota 14
6 — Illinois, Nebraska, Kansas, Missouri 15
7 — Arkansas, Texas, Oklahoma, Louisiana 16
8 — Idaho, Nevada, Wyoming, Utah, Colorado, New Mexico, Arizona 17
9 — California, Washington, Oregon, Hawaii 18

U.S. Metropolitan Areas:
Atlanta 19
Baltimore 20
Boston 21
Buffalo 22
Central Florida 23
Central Pennsylvania 24
Chicago 25
Columbus 26
Dallas/Fort Worth 27
Denver 28
Detroit 29
Gold Coast 30
Hartford/Springfield 31
Houston 32
Indianapolis 33
Kansas City Metro 34
Lansing/Grand Rapids 35
Lincoln/Omaha 36
Los Angeles 37
Metro St. Louis 38
Minneapolis/St. Paul 39
Morristown/Trenton 40
Newark/Passaic 41
New York Metro 42
Oakland/San Francisco 43
Orange County 44
Philadelphia 45
Phoenix 46
Pittsburgh 47
Portland 48
Rochester/Syracuse 49
San Diego 50
Santa Monica 51
Tampa 52
Washington, DC 53
Winston Salem/Greensboro/High Point 54
Non-Metropolitan 55

Survey Results:
Total Canada 56
Calgary 57
Montreal 58
Ottawa 59
Toronto 60
Winnipeg 61
Non-Metropolitan 62

U.S. Industries:
Aerospace Industry 63
Chemical/Allied Products 64
Food/Tobacco 65
Instruments 66
Machinery 67
Paper/Paper Products 68
Petroleum/Coal/Rubber 69
Primary/Fabricated Metal 70
Printing/Publishing 71
Textile/Apparel 72
Transportation 73
Information Systems/Products Manufacturing/Sales 74
Other Manufacturing 75
Agriculture/Forestry 76
Education 77
Federal Government 78
State/Provincial Government 79
Local Government 80
Insurance 81
Investment/Banking/Credit Agencies 82
Construction 83
Legal Services 84
Medical Care 85
Association 86
Other Professional Services 87
Public Utilities 88
Retail/Wholesale/Import/Export 89
Research Engineering 90
Information Management 91
Information Service Bureau 92
Other Non-Manufacturing 93

Canadian Industries:
Aerospace Industry 94
Chemical/Allied Products 95
Food/Tobacco 96
Petroleum/Coal/Rubber 97
Printing/Publishing 98
Transportation 99
Information Systems/Products/Manufacturing/Sales 100
Other Manufacturing 101
Education 102
Federal Government 103
Provincial Government 104
Local Government 105
Insurance 106
Investment/Banking/Credit Agencies 107
Legal Services 108
Association 109
Other Professional Services 110
Public Utilities 111
Retail/Wholesale/Import/Export 112
Research Engineering 113
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ANALYSIS OF SURVEY

AISP's *Tenth Salary Survey Results* reports the average, high and low median and modal weekly salary figures effective the week of Feb. 17, 1984 for 15 of the most widely accepted information/word processing positions. This data should be of great assistance in the creation or revision of salary administration plans. This year, a total of 2132 companies and 20,518 employees from the United States and 259 companies and 2370 employees in Canada are included in the data.

Fourteen of fifteen of the information/word processing job categories in the U.S. covered in this year's *Salary Survey Results* show advances in weekly salaries, although the rate of increase slowed a bit from last year. The U.S. figures reflect an overall average increase of 5.2%, down from 6% in 1983. The average increase in Canada is 6.8%, down from 7.5% last year.

One Exception

The weekly salaries of U.S. administrative secretaries evidenced a slight dip (3.9%) for the first time in a decade. The related position of senior administrative secretary, however, showed an advance of 3.5%. In Canada, on the other hand, the weekly salary for administrative secretary jumped a substantial 9.3%. The salary for senior administrative secretary showed a comparable increase of 10.8%.

This could be a one-year aberration or the result of a combination of factors. It may actually reflect a change in the duties of the administrative secretary, revisions in job definitions, advancement into a higher level of management, or possibly the lasting effects of the recession.

Since only U.S. administrative secretary salaries showed a decline, AISP will give the matter serious study while preparing next year's survey.

Random Sampling

Some U.S. increases are wp operator (3.3%); wp supervisor (5.1%); information manager (7%); wp manager (8.2%); and administrative support manager (8.5%). In Canada, wp specialist 1 (4%); staff analyst (6.2%), wp supervisor (7.2%); and administrative support supervisor (19.1%), the single largest increase in either the U.S. or Canada.

Job titles and descriptions included in the survey are based on a study conducted by AISP's Salary Survey Task Force, appointed by the Executive Board. Since these categories have been used since the survey began, they have become widely accepted.

Though personal classification depends greatly upon an individual organization's requirements, AISP established these general position descriptions as guidelines.

Of course, AISP continually reviews both the job titles and the industry codes each year. For a variety of reasons, next year's participants are certain to note several distinct changes in the survey in the area of job titles and descriptions.

The Association of Information Systems Professionals would like to thank all those who participated in the *Tenth Salary Survey Results*. With your consistent support, this survey will become more comprehensive and useful each year.

USE OF THE SURVEY

Considerable judgment is recommended when you compare the positions and salaries in this survey with those of your own company. Review each job description — do not be guided by the job titles alone! The figures are an excellent general guide for salary administration but must be used in conjunction with other factors, such as individual performance, length of employment, productivity, and general deportment. The displays of "median" and "modal" response for each category can be used to identify the generally prevailing wage with increased clarity.

The data tables found in this report can be used for:

- Comparing a company's word processing salary policy with the practices in a particular industry, metropolitan area or zip code region.
- Checking a company's job descriptions and ranking in comparison to the survey data.
- Evaluating the usefulness of "going rates" as a basis in establishing salary ranges in a job evaluation plan.

Figures for positions for which there are fewer than six companies reporting (marked with asterisks) are subject to interpretation and, therefore, should be used with caution. Displays for metropolitan areas or industries which yielded a small response in several job categories were eliminated from the report.

These *Salary Survey Results* are an accurate compilation of salaries reported for specific jobs described in our questionnaire (a copy of which is reprinted on page 6). Because of the confidential nature of the survey, information from individual organizations is not available.

DATA BASE

Included in this report are salary tables for the United States and Canada. Data for the United States are listed overall and broken down into 10 zip code regions, 36 metropolitan areas and 31 industries. Respondents were asked to check the appropriate code for the following industry listings which appeared in the survey.

01 Aerospace Industry
02 Chemical/Allied Products
03 Food/Tobacco
04 Instruments
05 Machinery
06 Paper/Paper Products
07 Petroleum/Coal/Rubber
08 Primary/Fabricated Metal
09 Printing/Publishing
10 Textile/Apparel
11 Transportation
12 Information Systems/ Products/ Manufacturing/Sales
13 Other Manufacturing
14 Agriculture/Forestry
15 Education
16 Federal Government
17 State/Provincial Government
18 Local Government
19 Insurance
20 Investment/Banking/ Credit Agencies
21 Construction
22 Legal Services
23 Medical Care
24 Association
25 Other Professional Services
26 Public Utilities
27 Retail/Wholesale/ Import/Export
28 Research/Engineering
29 Information Management
30 Information Service Bureau
31 Other Non-Manufacturing

Those industry codes that did not yield sufficient data were excluded from the survey report.

The results for Canada's industries begin on page 94.

Figures for companies and employees in the United

States and Canada were not combined since the difference in the economies and the exchange rate would distort the data.

You will find that there are 26 levels of salary ranges. The categories from $135 to $149 are in $4 increments; from $150 to $199, $9 increments; from $200 to $499, $24 increments; from $500 to $600, $50 increments; from $601 to $1000, $100 increments; and the last category is defined as $1,001 and over. The midpoint in each range was used in tabulating the data. For example, for every employee midpoint in each range was used in tabulating the data. For example, for every employee reported in the reported in the $135-$139 range, $137 was the figure used for tabulation. Equally, $212 was used in the $200-$224 range, and $650 was used in the $600-$700 range.

Respondents were instructed to include only that bonus pay and extra compensation which is paid regularly, to omit overtime pay and not to report part-time salaries. Also, respondents were asked to indicate the number of hours in their work week. The average work week is reported for each table. The salary data are not adjusted to the average work week but are tabulated as reported.

JOB TITLES AND DESCRIPTIONS FOR WORD PROCESSING PERSONNEL

NOTE: All positions are non-exempt (hourly wage) except where noted.

A. WORD PROCESSING TRAINEE

Entry level position for those having 0–12 months word processing experience. Must have adequate typing skills, good knowledge of grammar, punctuation, spelling and formatting, the ability to use dictionaries, handbooks and other reference materials, and be oriented toward teamwork and the use of machines. A trainee's functions include routine transcription and manipulation of text from various types of source information (dictation, handwritten, etc.). Maintains own production records and may be required to proofread own work.

B. WORD PROCESSING OPERATOR

The next level up from Word Processing Trainee for those having 6–24 months word processing experience. In addition to having all the qualifications and functions of position A, a Word Processing Operator handles special documents, meets established quality standards, uses all of a machine's text editing functions and is familiar with department terminology and company practices.

C. WORD PROCESSING SPECIALIST I

A Word Processing Operator with a minimum of 18 months experience who can format, produce and revise complicated documents, such as lengthy technical and statistical reports, from complex source information, including the retrieval of text and data from electronic files. Exercises independent action when interpreting instructions to produce a quality document, understands proofreader marks, and assumes full responsibility for document accuracy and completeness. Has a thorough knowledge of center procedures and maintenance of records. May operate word processing equipment in the telecommunications mode.

D. WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR

A person at this level exercises all of the competencies of position C and may act as Assistant Supervisor. A Word Processing Specialist II is able to operate all the information processing equipment within the installation. Responsibilities include coordinating and assigning work, analyzing requirements for specific projects, communicating with users, compiling production statistics, and recommending changes in center procedures. May also assist in training personnel.

E. PHOTOTYPESETTING SPECIALIST

A Word Processing Operator who enters special codes while keyboarding and revising text that is to be output on a photocomposition system. Has knowledge of points, picas, typefaces, leading, format requirements, production techniques, and other aspects of typesetting and printing.

F. WORD PROCESSING TRAINER

Someone with a minimum of 24 months experience operating word processing systems who spends the majority of time training new operators. May also be responsible for instructing users in dictation methods and other procedures to ensure maximum utilization of a wp center. Should make recommendations to management concerning new equipment purchases from the standpoint of ease of use.

G. PROOFREADER

Proofreads typed copy for text content, spelling punctuation, grammar, and typographical errors. May be responsible for setting grammar and format standards, guidance and/or training of secretaries and principals.

H. WORD PROCESSING SUPERVISOR

With all the competencies of a Word Processing Specialist II, a Supervisor is responsible for the operation of a center (or section within a large center). Schedules and coordinates workflow, assists word processing personnel in document production and in establishing and maintaining quality standards. Also analyzes production data and procedures, identifies potential improvements and may be responsible partially for budgets and equipment recommendations. Reports to Word Processing Manager.

I. WORD PROCESSING MANAGER

Exempt (salaried). Responsible for the overall operation of a word processing center, including the guidance of supervisors, personnel administration, staff requirements, user liaison and evaluation, design and implementation of future word processing systems. Also is responsible for budgets, overall production reports and coordination of services with administrative support. May also manage the operation of photocopying, printing, mailing or graphics services. In larger organizations, the Word Processing Manager reports to Information Systems Manager.

AA. ADMINISTRATIVE SECRETARY

Someone who works with a group of principals as part of a team under the direction of an Administrative Support Supervisor or Manager. Responsibilities include such support functions as filing, photocopying, maintaining calendars, records and lists, and providing special secretarial services, etc.

BB. SENIOR ADMINISTRATIVE SECRETARY

Has a record of exceptional performance. At times may act as assistant to supervisor of an administrative team and is qualified to compose and edit documents for principals, provide research support and perform other para-professional duties. Handles special projects and is fully aware of company standards and practices.

CC. ADMINISTRATIVE SUPPORT SUPERVISOR

May have the responsibilities of position BB in addition to scheduling and administering workflow to a team of administrative secretaries. Responsible for liaison with and training of users who benefit from administrative support. Evaluates staffing requirements, prepares management reports and recommends new methods of handling administrative secretaries. Reports to Administrative Support Manager.

DD. ADMINISTRATIVE SUPPORT MANAGER

Exempt (salaried). Has full responsibility for developing, maintaining and evaluating all services under administrative support within an organization, such as filing, telephone, mail, and para-professional support. Monitors the success of the administrative support group and is familiar with the company's goals and objectives. Works closely with the Word Processing Manager to ensure cooperation of the two functions. May manage other major administrative duties such as records and retention, microfilm, print shop, purchasing, etc. Reports to Information Systems Manager (in large organizations).

EE. STAFF ANALYST

Exempt (salaried). Responsible for consulting and assisting Word Processing and Administrative Support Supervisors and Managers. Conducts studies, reviews operations and determines and recommends appropriate staffing, procedures and equipment. Reports to Information Systems Manager or Word Processing Manager or Administrative Support Manager.

J. INFORMATION MANAGER

Exempt (salaried). May be Vice President or Assistant to Vice President in some organizations. **Has total responsibility for all aspects of an organization's office systems, including word processing, administrative support and other information processing functions.** Ensures the collaboration of all support functions. Reports to a chief executive officer.

Please Report Weekly Salary Rates	Word Processing Trainee	Word Processing Operator	Word Processing Specialist I	Word Processing Specialist II/Assistant Supervisor	Phototypesetting Specialist	Word Processing Trainer	Proofreader	Word Processing Supervisor	Word Processing Manager	Administrative Secretary	Senior Administrative Secretary	Administrative Support Supervisor	Administrative Support Manager	Staff Analyst	**Information Manager**	TOTAL EMPLOYEES REPORTED
	A	B	C	D	E	F	G	H	I	AA	BB	CC	DD	EE	J	
135-139																
140-144																
145-149																
150-159																
160-169																
170-179																
180-189																
190-199																
200-224																
225-249																
250-274																
275-299																
300-324																
325-349																
350-374																
375-399																
400-424																
425-449																
450-474																
475-499																
500-550																
551-600																
601-700																
701-800																
801-1000																
1001 & over																
EMPLOYEES TOTAL																

SAMPLE

ADD TOTALS HORIZONTALLY AND VERTICALLY

Number hours in average work week_____

U.S. ZIP CODE REGIONS

TOTAL UNITED STATES

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	605	1,512	232.67	487.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	1,153	5,039	275.34	900.00	137.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	1,188	4,009	311.34	900.00	137.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	878	1,594	342.18	900.00	175.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	144	274	336.90	575.00	165.00	337.00	362.00
F	WORD PROCESSING TRAINER	232	337	372.97	900.00	147.00	362.00	387.00
G	PROOFREADER	251	539	296.69	750.00	137.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	1,030	1,328	403.78	1,001.00	175.00	387.00	387.00
I	WORD PROCESSING MANAGER	724	773	508.53	1,001.00	237.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	345	2,550	289.39	900.00	137.00	287.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	215	1,469	344.51	750.00	185.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	120	251	411.14	900.00	212.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	162	201	542.07	1,001.00	212.00	525.00	525.00
EE	STAFF ANALYST	156	259	524.46	1,001.00	195.00	525.00	575.00
J	INFORMATION MANAGER	368	383	651.24	1,001.00	212.00	650.00	550.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	2,132						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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ZIP CODE REGION 0

(Maine, Connecticut, Vermont, New Hampshire, Massachusetts, New Jersey, Rhode Island)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	49	155	228.65	362.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	101	482	257.57	412.00	137.00	262.00	185.00
C	WORD PROCESSING SPECIALIST I	108	366	299.31	437.00	165.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	86	129	320.34	525.00	185.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	14	29	317.17	437.00	212.00	312.00	287.00
F	WORD PROCESSING TRAINER	29	36	339.08	487.00	212.00	337.00	312.00
G	PROOFREADER	20	41	268.29	462.00	195.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	104	134	392.73	650.00	212.00	387.00	362.00
I	WORD PROCESSING MANAGER	64	71	472.80	900.00	287.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	32	500	243.19	437.00	175.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	26	241	318.56	575.00	195.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	11	14	498.00	900.00	312.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	26	34	559.44	1,001.00	287.00	525.00	525.00
EE	STAFF ANALYST	15	26	500.19	1,001.00	312.00	487.00	487.00
J	INFORMATION MANAGER	39	39	625.23	1,001.00	337.00	525.00	525.00
	AVERAGE HRS/WK	37.6	-					
	COMPANIES RESPONDING	192						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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ZIP CODE REGION 1
(Pennsylvania, New York, Delaware)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	86	213	243.97	437.00	137.00	237.00	212.00
B	WORD PROCESSING OPERATOR	182	820	282.22	575.00	142.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	178	727	318.70	575.00	175.00	312.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	141	290	349.94	525.00	212.00	362.00	387.00
E	PHOTOTYPESETTING SPECIALIST	18	30	353.66	487.00	212.00	362.00	312.00
F	WORD PROCESSING TRAINER	45	68	401.23	750.00	212.00	387.00	437.00
G	PROOFREADER	41	96	280.68	575.00	175.00	262.00	212.00
H	WORD PROCESSING SUPERVISOR	154	222	413.38	750.00	212.00	412.00	387.00
I	WORD PROCESSING MANAGER	106	108	551.17	900.00	287.00	525.00	650.00
AA	ADMINISTRATIVE SECRETARY	52	403	321.64	487.00	137.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	33	150	357.84	525.00	237.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	20	37	437.43	650.00	212.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	27	28	497.50	900.00	287.00	437.00	525.00
EE	STAFF ANALYST	30	58	546.62	1,001.00	262.00	525.00	575.00
J	INFORMATION MANAGER	72	78	706.30	1,001.00	262.00	650.00	550.00
	AVERAGE HRS/WK	37.8						
	COMPANIES RESPONDING	311						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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ZIP CODE REGION 2
(Washington DC, North Carolina, South Carolina, Virginia, West Virginia, Maryland)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	46	104	232.39	462.00	137.00	237.00	212.00
B	WORD PROCESSING OPERATOR	89	435	276.83	900.00	142.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	100	362	300.89	900.00	155.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	65	137	337.72	900.00	185.00	312.00	262.00
E	PHOTOTYPESETTING SPECIALIST	7	14	312.00	487.00	212.00	312.00	312.00
F	WORD PROCESSING TRAINER	17	24	364.66	525.00	262.00	312.00	312.00
G	PROOFREADER	16	27	299.96	412.00	212.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	74	107	397.95	1,001.00	262.00	387.00	387.00
I	WORD PROCESSING MANAGER	57	57	458.22	900.00	237.00	437.00	525.00
AA	ADMINISTRATIVE SECRETARY	26	176	275.58	462.00	155.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	15	124	306.95	487.00	237.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	11	22	344.95	487.00	262.00	362.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	11	475.81	650.00	312.00	462.00	437.00
EE	STAFF ANALYST	12	14	456.85	575.00	312.00	462.00	525.00
J	INFORMATION MANAGER	34	34	622.00	1,001.00	312.00	575.00	750.00
	AVERAGE HRS/WK	38.6						
	COMPANIES RESPONDING	170						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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ZIP CODE REGION 3
(Tennessee, Mississippi, Alabama, Georgia, Florida)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	46	121	208.29	312.00	137.00	195.00	195.00
B	WORD PROCESSING OPERATOR	99	541	247.37	387.00	142.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	93	270	277.62	487.00	137.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	59	105	297.47	487.00	212.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	9	21	310.14	412.00	165.00	312.00	312.00
F	WORD PROCESSING TRAINER	17	42	355.42	525.00	185.00	387.00	387.00
G	PROOFREADER	22	55	256.09	437.00	195.00	212.00	195.00
H	WORD PROCESSING SUPERVISOR	83	118	361.82	1,001.00	212.00	362.00	387.00
I	WORD PROCESSING MANAGER	47	48	431.64	750.00	237.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	29	244	241.44	412.00	165.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	19	230	296.92	462.00	195.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	17	43	383.55	650.00	237.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	13	14	557.85	900.00	362.00	575.00	575.00
EE	STAFF ANALYST	16	45	542.82	900.00	195.00	575.00	575.00
J	INFORMATION MANAGER	35	41	665.19	1,001.00	287.00	650.00	750.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	182						

*Small samples produce less significant data.
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MODE: Most frequent occurrence
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ZIP CODE REGION 4
(Michigan, Indiana, Ohio, Kentucky)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	78	206	220.96	362.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	127	494	273.53	525.00	137.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	127	472	289.00	462.00	147.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	91	150	326.59	575.00	195.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	15	22	305.18	412.00	237.00	287.00	262.00
F	WORD PROCESSING TRAINER	22	25	322.32	575.00	147.00	287.00	262.00
G	PROOFREADER	21	44	279.79	412.00	195.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	109	135	385.45	650.00	195.00	362.00	337.00
I	WORD PROCESSING MANAGER	76	84	482.89	900.00	262.00	462.00	525.00
AA	ADMINISTRATIVE SECRETARY	36	274	297.38	525.00	195.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	23	196	361.02	750.00	185.00	362.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	12	28	353.53	525.00	287.00	337.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	11	590.72	900.00	337.00	575.00	650.00
EE	STAFF ANALYST	14	15	437.20	650.00	237.00	387.00	312.00
J	INFORMATION MANAGER	33	33	607.42	1,001.00	362.00	525.00	550.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	228						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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ZIP CODE REGION 5
(Montana, North Dakota, South Dakota, Wisconsin, Iowa, Minnesota)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	23	95	214.98	337.00	142.00	212.00	212.00
B	WORD PROCESSING OPERATOR	47	209	256.50	575.00	155.00	237.00	262.00
C	WORD PROCESSING SPECIALIST I	58	145	274.97	362.00	165.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	39	51	314.21	412.00	175.00	312.00	337.00
E	PHOTOTYPESETTING SPECIALIST	8	9	287.00	387.00	237.00	262.00	262.00
F	WORD PROCESSING TRAINER	8	17	363.52	650.00	237.00	287.00	287.00
G	PROOFREADER	6	7	290.57	387.00	237.00	262.00	237.00
H	WORD PROCESSING SUPERVISOR	43	48	382.89	575.00	262.00	387.00	412.00
I	WORD PROCESSING MANAGER	27	27	455.18	750.00	312.00	437.00	437.00
AA	ADMINISTRATIVE SECRETARY	18	58	276.63	437.00	175.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	9	20	343.25	387.00	262.00	337.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	7	419.14	487.00	337.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	7	542.71	650.00	437.00	525.00	575.00
EE	STAFF ANALYST	4*	6	497.66	575.00	387.00	487.00	462.00
J	INFORMATION MANAGER	16	16	549.06	1,001.00	287.00	525.00	525.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	101						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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ZIP CODE REGION 6
(Illinois, Nebraska, Kansas, Missouri)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	71	163	235.10	462.00	137.00	237.00	237.00
B	WORD PROCESSING OPERATOR	131	532	269.49	437.00	142.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	128	457	292.38	525.00	165.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	110	201	333.25	575.00	195.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	28	48	319.00	575.00	185.00	312.00	287.00
F	WORD PROCESSING TRAINER	31	44	379.38	900.00	237.00	337.00	337.00
G	PROOFREADER	35	71	303.92	750.00	185.00	312.00	337.00
H	WORD PROCESSING SUPERVISOR	114	140	384.25	650.00	212.00	387.00	387.00
I	WORD PROCESSING MANAGER	88	97	505.30	1,001.00	262.00	487.00	650.00
AA	ADMINISTRATIVE SECRETARY	36	175	295.18	437.00	155.00	287.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	28	80	366.03	750.00	195.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	14	27	442.70	650.00	237.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	15	19	505.84	900.00	337.00	525.00	440.00
EE	STAFF ANALYST	16	24	485.62	750.00	312.00	412.00	412.00
J	INFORMATION MANAGER	38	38	595.92	1,001.00	212.00	525.00	750.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	240						

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MODE: Most frequent occurrence
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ZIP CODE REGION 7
(Arkansas, Texas, Oklahoma, Louisiana)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	65	202	230.40	337.00	142.00	212.00	212.00
B	WORD PROCESSING OPERATOR	120	624	268.93	525.00	137.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	104	344	335.33	525.00	212.00	337.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	80	158	360.81	575.00	185.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	12	22	362.00	437.00	262.00	362.00	362.00
F	WORD PROCESSING TRAINER	21	24	375.16	525.00	165.00	362.00	287.00
G	PROOFREADER	28	50	309.42	575.00	137.00	287.00	337.00
H	WORD PROCESSING SUPERVISOR	97	117	416.80	650.00	175.00	387.00	362.00
I	WORD PROCESSING MANAGER	81	82	535.51	900.00	237.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	31	320	283.15	650.00	175.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	19	49	362.77	525.00	237.00	362.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	9	506.77	650.00	412.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	9	9	606.77	900.00	212.00	525.00	900.00
EE	STAFF ANALYST	11	18	588.83	900.00	462.00	525.00	525.00
J	INFORMATION MANAGER	31	31	662.12	1,001.00	237.00	575.00	900.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	193						

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MODE: Most frequent occurrence
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ZIP CODE REGION 8
(Idaho, Nevada, Wyoming, Utah, Colorado, New Mexico, Arizona)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	38	65	235.03	412.00	137.00	237.00	262.00
B	WORD PROCESSING OPERATOR	72	319	281.49	575.00	165.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	74	222	307.68	487.00	195.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	57	104	323.25	650.00	195.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	14	29	342.17	437.00	262.00	362.00	362.00
F	WORD PROCESSING TRAINER	14	21	411.47	650.00	312.00	362.00	312.00
G	PROOFREADER	14	39	318.17	487.00	195.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	59	77	408.18	650.00	287.00	412.00	412.00
I	WORD PROCESSING MANAGER	45	46	504.60	900.00	337.00	462.00	525.00
AA	ADMINISTRATIVE SECRETARY	24	73	309.39	575.00	175.00	312.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	9	27	350.03	575.00	237.00	262.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	12	364.16	525.00	262.00	337.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	12	16	529.43	900.00	312.00	487.00	312.00
EE	STAFF ANALYST	6	7	553.42	1,001.00	337.00	437.00	337.00
J	INFORMATION MANAGER	19	19	617.05	1,001.00	362.00	525.00	750.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	132						

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ZIP CODE REGION 9
(California, Washington, Oregon, Hawaii)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	103	188	260.35	487.00	137.00	237.00	237.00
B	WORD PROCESSING OPERATOR	185	583	322.36	650.00	142.00	312.00	262.00
C	WORD PROCESSING SPECIALIST I	217	644	356.37	750.00	155.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	150	269	381.07	900.00	185.00	387.00	337.00
E	PHOTOTYPESETTING SPECIALIST	19	50	382.56	525.00	262.00	362.00	337.00
F	WORD PROCESSING TRAINER	28	36	387.38	575.00	262.00	387.00	337.00
G	PROOFREADER	47	109	330.13	575.00	237.00	312.00	362.00
H	WORD PROCESSING SUPERVISOR	193	230	444.08	1,001.00	262.00	412.00	412.00
I	WORD PROCESSING MANAGER	133	153	550.16	1,001.00	175.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	61	327	357.63	900.00	175.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	34	352	383.96	750.00	237.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	18	52	427.71	750.00	262.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	31	52	527.15	1,001.00	337.00	462.00	387.00
EE	STAFF ANALYST	33	46	535.47	1,001.00	337.00	525.00	525.00
J	INFORMATION MANAGER	51	54	700.09	1,001.00	312.00	650.00	650.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	383						

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ATLANTA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	37	212.67	312.00	137.00	195.00	195.00
B	WORD PROCESSING OPERATOR	22	263	244.31	337.00	212.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	25	102	304.15	487.00	212.00	287.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	15	32	329.96	487.00	212.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	2*	4	368.25	412.00	237.00	412.00	412.00
F	WORD PROCESSING TRAINER	3*	19	388.31	412.00	387.00	387.00	387.00
G	PROOFREADER	6	31	224.09	437.00	195.00	195.00	195.00
H	WORD PROCESSING SUPERVISOR	21	30	393.33	1,001.00	287.00	387.00	312.00
I	WORD PROCESSING MANAGER	9	10	472.20	650.00	362.00	437.00	412.00
AA	ADMINISTRATIVE SECRETARY	7	25	289.00	362.00	237.00	287.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	107	338.40	462.00	337.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	23	376.13	387.00	312.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	5	449.60	575.00	362.00	412.00	412.00
EE	STAFF ANALYST	6	30	545.76	575.00	312.00	575.00	575.00
J	INFORMATION MANAGER	11	15	656.60	1,001.00	362.00	650.00	750.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	43						

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BALTIMORE
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	11	46	230.93	262.00	185.00	237.00	262.00
B	WORD PROCESSING OPERATOR	18	192	271.89	387.00	212.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	22	99	300.79	412.00	195.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	21	310.80	437.00	212.00	287.00	362.00
E	PHOTOTYPESETTING SPECIALIST	3*	7	312.00	387.00	212.00	312.00	312.00
F	WORD PROCESSING TRAINER	3*	3	278.66	287.00	262.00	262.00	287.00
G	PROOFREADER	4*	6	307.83	412.00	212.00	287.00	212.00
H	WORD PROCESSING SUPERVISOR	12	30	366.16	487.00	262.00	362.00	387.00
I	WORD PROCESSING MANAGER	9	9	456.55	575.00	362.00	437.00	437.00
AA	ADMINISTRATIVE SECRETARY	2*	23	212.00	212.00	212.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	18	256.44	312.00	237.00	262.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	7	329.85	362.00	262.00	337.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	483.00	525.00	437.00	462.00	437.00
EE	STAFF ANALYST	1*	1	575.00	575.00	575.00	575.00	575.00
J	INFORMATION MANAGER	6	6	478.83	750.00	312.00	437.00	412.00
	AVERAGE HRS/WK	38.1						
	COMPANIES RESPONDING	33						

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BOSTON
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	17	46	264.30	362.00	185.00	237.00	212.00
B	WORD PROCESSING OPERATOR	34	123	285.98	412.00	212.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	43	162	310.69	412.00	165.00	312.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	32	46	318.34	437.00	185.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	5*	8	340.12	437.00	287.00	312.00	312.00
F	WORD PROCESSING TRAINER	10	10	347.00	462.00	212.00	337.00	312.00
G	PROOFREADER	8	22	259.72	462.00	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	36	47	393.95	575.00	237.00	387.00	387.00
I	WORD PROCESSING MANAGER	25	32	450.87	900.00	287.00	437.00	287.00
AA	ADMINISTRATIVE SECRETARY	12	75	356.33	437.00	212.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	14	325.00	575.00	337.00	462.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	385.70	900.00	387.00	487.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	14	16	530.25	1,001.00	287.00	462.00	287.00
EE	STAFF ANALYST	7	7	551.71	1,001.00	312.00	487.00	312.00
J	INFORMATION MANAGER	15	15	609.86	1,001.00	387.00	462.00	462.00
	AVERAGE HRS/WK	37.5						
	COMPANIES RESPONDING	67						

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BUFFALO
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	155.00	155.00	155.00	155.00	155.00
B	WORD PROCESSING OPERATOR	6	6	256.87	337.00	155.00	262.00	337.00
C	WORD PROCESSING SPECIALIST I	5*	14	326.28	412.00	237.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	4	352.75	525.00	212.00	362.00	212.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	312.00	312.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	1	262.00	262.00	262.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	4*	4	384.00	525.00	262.00	387.00	262.00
I	WORD PROCESSING MANAGER	2*	2	531.00	650.00	412.00	575.00	412.00
AA	ADMINISTRATIVE SECRETARY	1*	1	312.00	312.00	312.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	237.00	237.00	237.00	237.00	237.00
CC	ADMINI[illegible]ATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	462.00	462.00	462.00	462.00	462.00
J	INFORMATION MANAGER	3*	4	430.75	462.00	387.00	437.00	462.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	10						

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MODE: Most frequent occurrence
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CENTRAL FLORIDA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	8	14	182.00	212.00	142.00	175.00	165.00
B	WORD PROCESSING OPERATOR	15	53	226.49	337.00	165.00	212.00	237.00
C	WORD PROCESSING SPECIALIST I	12	27	227.96	362.00	195.00	212.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	19	237.00	312.00	212.00	212.00	212.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	337.00	337.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER	5*	7	327.85	525.00	165.00	287.00	287.00
G	PROOFREADER	3*	4	216.25	237.00	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	12	19	279.10	412.00	237.00	262.00	262.00
I	WORD PROCESSING MANAGER	7	7	381.71	525.00	237.00	362.00	237.00
AA	ADMINISTRATIVE SECRETARY	8	165	211.20	337.00	165.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	101	250.44	387.00	195.00	237.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	11	349.54	525.00	237.00	312.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	443.50	525.00	362.00	487.00	362.00
EE	STAFF ANALYST	1*	1	462.00	462.00	462.00	462.00	462.00
J	INFORMATION MANAGER	5*	5	539.80	750.00	387.00	487.00	387.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	29						

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MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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CENTRAL PENNSYLVANIA
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	8	210.37	237.00	185.00	195.00	237.00
B	WORD PROCESSING OPERATOR	9	48	251.29	337.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	12	28	258.42	412.00	212.00	237.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	16	268.25	337.00	212.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	4*	6	295.33	337.00	212.00	312.00	312.00
F	WORD PROCESSING TRAINER	4*	6	291.16	362.00	237.00	287.00	287.00
G	PROOFREADER	1*	4	185.00	185.00	185.00	185.00	185.00
H	WORD PROCESSING SUPERVISOR	12	14	372.78	525.00	212.00	362.00	387.00
I	WORD PROCESSING MANAGER	6	6	514.33	650.00	412.00	487.00	487.00
AA	ADMINISTRATIVE SECRETARY	4*	30	228.00	312.00	195.00	212.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	8	305.75	337.00	262.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	3	378.66	412.00	362.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	6	441.33	650.00	312.00	412.00	362.00
EE	STAFF ANALYST	1*	1	412.00	412.00	412.00	412.00	412.00
J	INFORMATION MANAGER	2*	2	550.00	575.00	525.00	525.00	525.00
	AVERAGE HRS/WK	38.1						
	COMPANIES RESPONDING	19						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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CHICAGO
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	23	70	250.32	312.00	195.00	237.00	237.00
B	WORD PROCESSING OPERATOR	51	212	279.88	387.00	185.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	52	191	322.40	525.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	43	100	361.27	575.00	237.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	7	13	344.69	437.00	287.00	337.00	287.00
F	WORD PROCESSING TRAINER	14	21	405.52	650.00	262.00	362.00	337.00
G	PROOFREADER	16	44	313.88	437.00	195.00	312.00	337.00
H	WORD PROCESSING SUPERVISOR	40	55	414.98	525.00	287.00	412.00	462.00
I	WORD PROCESSING MANAGER	37	46	533.23	1,001.00	337.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	14	74	321.70	437.00	155.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	9	35	384.54	525.00	287.00	362.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	17	470.29	650.00	337.00	462.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	7	510.42	900.00	337.00	462.00	525.00
EE	STAFF ANALYST	8	11	449.63	650.00	312.00	412.00	412.00
J	INFORMATION MANAGER	13	13	608.53	1,001.00	212.00	462.00	750.00
	AVERAGE HRS/WK	38.2						
	COMPANIES RESPONDING	84						

*Small samples produce less significant data.
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MODE: Most frequent occurrence
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COLUMBUS
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	11	25	186.52	237.00	155.00	175.00	212.00
B	WORD PROCESSING OPERATOR	18	67	260.91	387.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	16	66	275.24	362.00	195.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	15	19	274.26	337.00	195.00	287.00	212.00
E	PHOTOTYPESETTING SPECIALIST	4*	5	317.00	362.00	262.00	287.00	362.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	6	6	274.50	312.00	212.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	12	14	373.64	575.00	287.00	337.00	337.00
I	WORD PROCESSING MANAGER	9	9	410.66	525.00	312.00	387.00	437.00
AA	ADMINISTRATIVE SECRETARY	4*	18	284.22	412.00	237.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	12	337.00	387.00	287.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	456.00	575.00	337.00	525.00	337.00
EE	STAFF ANALYST	3*	3	391.33	575.00	237.00	337.00	237.00
J	INFORMATION MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	28						

*Small samples produce less significant data.
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MODE: Most frequent occurrence
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DALLAS/FT. WORTH
(zip code region 7)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	27	129	225.34	312.00	142.00	212.00	212.00
B	WORD PROCESSING OPERATOR	50	411	260.45	387.00	155.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	40	107	332.32	437.00	262.00	337.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	31	49	358.69	525.00	262.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	7	8	346.37	412.00	262.00	362.00	387.00
F	WORD PROCESSING TRAINER	7	10	362.00	487.00	287.00	337.00	287.00
G	PROOFREADER	13	21	260.52	337.00	137.00	262.00	237.00
H	WORD PROCESSING SUPERVISOR	36	39	419.15	650.00	237.00	387.00	362.00
I	WORD PROCESSING MANAGER	34	34	525.23	900.00	165.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	12	67	328.41	412.00	262.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	9	19	392.94	525.00	262.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	9	506.77	650.00	412.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	596.75	900.00	212.00	650.00	212.00
EE	STAFF ANALYST	4*	7	600.00	750.00	525.00	525.00	525.00
J	INFORMATION MANAGER	9	9	757.00	1,001.00	387.00	750.00	900.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	67						

*Small samples produce less significant data.
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MODE: Most frequent occurrence
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DENVER
(zip code region 8)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	14	259.92	312.00	185.00	262.00	262.00
B	WORD PROCESSING OPERATOR	27	115	314.26	575.00	185.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	27	61	339.31	462.00	195.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	19	26	345.65	412.00	212.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	5*	6	337.00	387.00	287.00	337.00	312.00
F	WORD PROCESSING TRAINER	8	12	433.91	650.00	312.00	437.00	462.00
G	PROOFREADER	4*	14	298.85	487.00	195.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	19	21	431.09	575.00	312.00	412.00	412.00
I	WORD PROCESSING MANAGER	18	18	503.94	750.00	362.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	4*	13	339.92	362.00	175.00	362.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	4	437.25	575.00	237.00	487.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	525.00	525.00	525.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	5	649.80	900.00	312.00	575.00	900.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	5*	5	632.40	900.00	462.00	525.00	525.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	47						

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MODE: Most frequent occurrence
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DETROIT
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	18	50	241.84	337.00	142.00	237.00	237.00
B	WORD PROCESSING OPERATOR	29	127	286.88	412.00	185.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	22	88	339.55	462.00	212.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	22	86	372.63	575.00	237.00	387.00	412.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	337.00	412.00	262.00	387.00	262.00
F	WORD PROCESSING TRAINER	4*	6	371.83	575.00	195.00	337.00	575.00
G	PROOFREADER	2*	3	239.66	262.00	195.00	237.00	262.00
H	WORD PROCESSING SUPERVISOR	28	34	422.02	650.00	212.00	412.00	412.00
I	WORD PROCESSING MANAGER	16	24	507.62	650.00	287.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	5*	46	289.45	525.00	212.00	287.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	50	373.00	437.00	262.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	487.00	487.00	487.00	487.00	487.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
EE	STAFF ANALYST	2*	2	481.00	650.00	312.00	575.00	312.00
J	INFORMATION MANAGER	4*	4	512.25	575.00	412.00	525.00	575.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	46						

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GOLD COAST
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	15	245.40	262.00	175.00	262.00	262.00
B	WORD PROCESSING OPERATOR	13	32	285.06	387.00	175.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	16	24	294.29	437.00	212.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	13	317.76	412.00	262.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	299.50	312.00	287.00	287.00	287.00
F	WORD PROCESSING TRAINER	1*	1	462.00	462.00	462.00	462.00	462.00
G	PROOFREADER	3*	3	287.00	337.00	237.00	262.00	237.00
H	WORD PROCESSING SUPERVISOR	13	15	421.26	1,001.00	237.00	412.00	412.00
I	WORD PROCESSING MANAGER	8	8	427.62	487.00	387.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	3*	4	312.00	412.00	237.00	287.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	2	337.00	337.00	337.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	437.00	437.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	462.00	462.00	462.00	462.00	462.00
J	INFORMATION MANAGER	3*	3	679.00	900.00	387.00	650.00	387.00
	AVERAGE HRS/WK	38.1						
	COMPANIES RESPONDING	25						

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MODE: Most frequent occurrence
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HARTFORD/SPRINGFIELD
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	15	220.26	287.00	195.00	212.00	212.00
B	WORD PROCESSING OPERATOR	14	73	267.63	337.00	165.00	262.00	337.00
C	WORD PROCESSING SPECIALIST I	15	65	275.50	437.00	185.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	20	288.05	387.00	185.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	2*	5	297.00	337.00	287.00	287.00	287.00
F	WORD PROCESSING TRAINER	8	13	369.69	487.00	237.00	362.00	387.00
G	PROOFREADER	4*	6	257.83	287.00	212.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	12	14	366.50	525.00	262.00	362.00	337.00
I	WORD PROCESSING MANAGER	8	8	463.75	575.00	337.00	462.00	575.00
AA	ADMINISTRATIVE SECRETARY	6	37	277.21	337.00	175.00	287.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	33	442.24	525.00	237.00	525.00	525.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	9	502.66	525.00	412.00	525.00	525.00
EE	STAFF ANALYST	3*	5	492.40	575.00	312.00	525.00	525.00
J	INFORMATION MANAGER	9	9	705.55	900.00	525.00	650.00	525.00
	AVERAGE HRS/WK	37.8						
	COMPANIES RESPONDING	23						

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MODE: Most frequent occurrence
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HOUSTON
(zip code region 7)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	16	30	259.36	337.00	185.00	262.00	262.00
B	WORD PROCESSING OPERATOR	23	65	307.20	525.00	212.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	28	118	364.65	525.00	237.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	19	48	388.33	575.00	287.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	2*	4	399.50	437.00	362.00	387.00	362.00
F	WORD PROCESSING TRAINER	6	6	402.16	525.00	165.00	462.00	487.00
G	PROOFREADER	8	12	278.66	387.00	212.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	24	39	453.76	650.00	237.00	462.00	462.00
I	WORD PROCESSING MANAGER	21	22	579.45	900.00	387.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	4*	9	362.11	650.00	175.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	403.66	437.00	362.00	387.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	556.00	650.00	462.00	575.00	462.00
EE	STAFF ANALYST	4*	8	601.50	900.00	462.00	525.00	525.00
J	INFORMATION MANAGER	11	11	687.63	1,001.00	237.00	575.00	1,001.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	46						

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MODE: Most frequent occurrence
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INDIANAPOLIS
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	17	201.64	287.00	165.00	195.00	212.00
B	WORD PROCESSING OPERATOR	10	33	232.84	412.00	155.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	15	33	259.72	362.00	212.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	19	282.15	437.00	195.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	262.00	262.00	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	6	6	251.16	337.00	147.00	262.00	262.00
G	PROOFREADER	3*	4	249.50	287.00	212.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	13	14	405.00	650.00	287.00	362.00	362.00
I	WORD PROCESSING MANAGER	8	8	493.50	650.00	312.00	525.00	387.00
AA	ADMINISTRATIVE SECRETARY	2*	5	267.00	312.00	237.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	5	226.60	262.00	185.00	212.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	437.00	437.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	387.00	387.00	387.00	387.00	387.00
J	INFORMATION MANAGER	3*	3	612.33	900.00	412.00	487.00	412.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	28						

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KANSAS CITY METRO
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	9	295.33	462.00	212.00	237.00	237.00
B	WORD PROCESSING OPERATOR	14	57	288.45	487.00	195.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	18	57	274.94	387.00	175.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	15	21	322.14	525.00	262.00	287.00	262.00
E	PHOTOTYPESETTING SPECIALIST	6	6	316.16	487.00	212.00	287.00	212.00
F	WORD PROCESSING TRAINER	4*	5	342.00	412.00	237.00	337.00	237.00
G	PROOFREADER	5*	5	394.60	750.00	237.00	312.00	237.00
H	WORD PROCESSING SUPERVISOR	16	17	400.29	650.00	262.00	387.00	387.00
I	WORD PROCESSING MANAGER	10	10	548.60	1,001.00	337.00	525.00	412.00
AA	ADMINISTRATIVE SECRETARY	5*	36	283.19	525.00	212.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	15	318.66	412.00	212.00	312.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	5	392.00	437.00	237.00	412.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	2*	2	456.00	525.00	387.00	487.00	387.00
J	INFORMATION MANAGER	4*	4	562.50	1,001.00	262.00	525.00	262.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	34						

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MODE: Most frequent occurrence
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LANSING/GRAND RAPIDS
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	10	224.30	312.00	185.00	185.00	185.00
B	WORD PROCESSING OPERATOR	11	52	282.23	337.00	165.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	12	31	312.80	362.00	212.00	312.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	7	8	355.75	437.00	287.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	1*	3	353.66	362.00	337.00	337.00	362.00
F	WORD PROCESSING TRAINER	1*	2	575.00	575.00	575.00	575.00	575.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	10	11	366.54	487.00	262.00	362.00	387.00
I	WORD PROCESSING MANAGER	7	7	514.00	750.00	312.00	487.00	487.00
AA	ADMINISTRATIVE SECRETARY	6	73	329.80	462.00	237.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	46	400.58	412.00	312.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	525.00	525.00	525.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	595.66	650.00	487.00	575.00	650.00
EE	STAFF ANALYST	2*	2	443.50	525.00	362.00	487.00	362.00
J	INFORMATION MANAGER	2*	2	656.00	900.00	412.00	750.00	412.00
	AVERAGE HRS/WK	39.6						
	COMPANIES RESPONDING	19						

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MODE: Most frequent occurrence
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LINCOLN/OMAHA
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	16	32	227.50	362.00	142.00	212.00	212.00
B	WORD PROCESSING OPERATOR	19	73	270.52	437.00	155.00	262.00	312.00
C	WORD PROCESSING SPECIALIST I	19	48	247.10	412.00	165.00	237.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	19	25	276.00	412.00	212.00	262.00	237.00
E	PHOTOTYPESETTING SPECIALIST	9	12	272.41	437.00	212.00	262.00	262.00
F	WORD PROCESSING TRAINER	6	6	372.50	575.00	237.00	362.00	237.00
G	PROOFREADER	4*	5	277.00	312.00	237.00	262.00	237.00
H	WORD PROCESSING SUPERVISOR	18	22	358.63	650.00	237.00	337.00	287.00
I	WORD PROCESSING MANAGER	14	14	418.35	650.00	262.00	387.00	387.00
AA	ADMINISTRATIVE SECRETARY	6	25	256.00	362.00	175.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	3	298.00	437.00	195.00	237.00	195.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	374.50	387.00	362.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	8	699.87	900.00	362.00	750.00	900.00
EE	STAFF ANALYST	1*	3	691.66	750.00	575.00	650.00	750.00
J	INFORMATION MANAGER	6	6	658.33	1,001.00	387.00	575.00	387.00
	AVERAGE HRS/WK	39.7						
	COMPANIES RESPONDING	41						

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MODE: Most frequent occurrence
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LOS ANGELES
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	38	76	276.92	412.00	137.00	287.00	287.00
B	WORD PROCESSING OPERATOR	53	162	360.45	487.00	212.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	68	183	385.06	525.00	155.00	387.00	412.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	48	67	419.53	575.00	287.00	412.00	437.00
E	PHOTOTYPESETTING SPECIALIST	4*	14	449.64	525.00	262.00	487.00	487.00
F	WORD PROCESSING TRAINER	10	15	397.06	575.00	287.00	387.00	412.00
G	PROOFREADER	17	38	351.84	525.00	237.00	337.00	362.00
H	WORD PROCESSING SUPERVISOR	60	68	461.23	750.00	287.00	462.00	412.00
I	WORD PROCESSING MANAGER	43	45	583.22	900.00	362.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	13	37	321.48	525.00	237.00	312.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	5	452.20	[illegible].00	337.00	437.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	9	491.44	575.00	387.00	487.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	10	648.80	1,001.00	437.00	575.00	650.00
EE	STAFF ANALYST	11	19	549.89	750.00	387.00	525.00	525.00
J	INFORMATION MANAGER	14	14	692.00	1,001.00	412.00	650.00	650.00
	AVERAGE HRS/WK	38.6						
	COMPANIES RESPONDING	114						

*Small samples produce less significant data.
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MODE: Most frequent occurrence
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METRO ST. LOUIS
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	16	34	202.88	287.00	137.00	195.00	185.00
B	WORD PROCESSING OPERATOR	24	106	253.44	437.00	142.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	24	83	260.28	337.00	195.00	262.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	19	30	321.16	387.00	237.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	2*	5	287.00	362.00	237.00	262.00	262.00
F	WORD PROCESSING TRAINER	6	11	293.81	387.00	237.00	262.00	237.00
G	PROOFREADER	5*	6	250.83	337.00	195.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	19	20	360.75	487.00	262.00	337.00	312.00
I	WORD PROCESSING MANAGER	17	17	510.76	1,001.00	337.00	487.00	487.00
AA	ADMINISTRATIVE SECRETARY	6	7	247.42	337.00	185.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	9	391.22	750.00	237.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	287.00	287.00	287.00	287.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	568.50	650.00	487.00	575.00	487.00
EE	STAFF ANALYST	3*	3	491.33	750.00	362.00	362.00	362.00
J	INFORMATION MANAGER	8	8	584.25	1,001.00	412.00	525.00	412.00
	AVERAGE HRS/WK	38.4						
	COMPANIES RESPONDING	41						

*Small samples produce less significant data.
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MODE: Most frequent occurrence
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MINNEAPOLIS/ST. PAUL
(zip code region 5)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	11	222.45	337.00	142.00	212.00	237.00
B	WORD PROCESSING OPERATOR	14	37	255.67	412.00	195.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	20	53	297.37	362.00	237.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	12	341.16	412.00	262.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	303.66	362.00	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	4*	7	424.57	525.00	312.00	462.00	487.00
G	PROOFREADER	3*	4	293.25	387.00	237.00	287.00	237.00
H	WORD PROCESSING SUPERVISOR	9	9	413.44	525.00	337.00	387.00	337.00
I	WORD PROCESSING MANAGER	11	11	475.81	750.00	337.00	437.00	437.00
AA	ADMINISTRATIVE SECRETARY	4*	16	315.12	437.00	262.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	12	347.41	362.00	312.00	337.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	5	422.00	437.00	362.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	542.40	575.00	462.00	525.00	575.00
EE	STAFF ANALYST	2*	4	515.50	575.00	387.00	525.00	575.00
J	INFORMATION MANAGER	7	7	571.28	750.00	412.00	525.00	650.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	30						

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MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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MORRISTOWN/TRENTON
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	8	21	211.04	312.00	165.00	195.00	165.00
B	WORD PROCESSING OPERATOR	10	138	214.97	362.00	185.00	185.00	185.00
C	WORD PROCESSING SPECIALIST I	10	27	295.00	387.00	195.00	312.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	14	353.07	412.00	262.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	2*	5	357.00	362.00	337.00	362.00	362.00
F	WORD PROCESSING TRAINER	4*	6	270.33	312.00	237.00	262.00	237.00
G	PROOFREADER	3*	4	301.50	412.00	195.00	337.00	195.00
H	WORD PROCESSING SUPERVISOR	14	20	401.40	525.00	312.00	387.00	362.00
I	WORD PROCESSING MANAGER	11	11	510.00	650.00	312.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	3*	331	216.60	337.00	212.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	127	298.02	387.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	4	421.50	750.00	312.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	671.00	1,001.00	487.00	487.00	487.00
EE	STAFF ANALYST	2*	11	495.00	575.00	487.00	487.00	487.00
J	INFORMATION MANAGER	4*	4	697.00	1,001.00	487.00	650.00	650.00
	AVERAGE HRS/WK	37.4						
	COMPANIES RESPONDING	19						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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NEWARK/PASSAIC
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	3	212.00	262.00	137.00	212.00	137.00
B	WORD PROCESSING OPERATOR	8	24	273.45	337.00	237.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	13	40	320.12	437.00	237.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	13	353.38	525.00	287.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	2*	2	324.50	412.00	237.00	387.00	237.00
H	WORD PROCESSING SUPERVISOR	8	8	459.00	650.00	362.00	437.00	362.00
I	WORD PROCESSING MANAGER	5*	5	499.80	575.00	412.00	487.00	412.00
AA	ADMINISTRATIVE SECRETARY	1*	1	312.00	312.00	312.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	287.00	287.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	575.00	575.00	575.00	575.00	575.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
EE	STAFF ANALYST	1*	1	412.00	412.00	412.00	412.00	412.00
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	37.2						
	COMPANIES RESPONDING	16						

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NEW YORK METRO
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	38	109	273.33	437.00	155.00	262.00	237.00
B	WORD PROCESSING OPERATOR	79	453	301.96	525.00	137.00	287.00	237.00
C	WORD PROCESSING SPECIALIST I	73	371	353.35	525.00	237.00	337.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	63	152	383.56	525.00	237.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	8	19	365.94	487.00	262.00	362.00	387.00
F	WORD PROCESSING TRAINER	19	37	449.27	750.00	262.00	437.00	437.00
G	PROOFREADER	22	69	284.30	575.00	212.00	262.00	212.00
H	WORD PROCESSING SUPERVISOR	73	117	441.58	750.00	212.00	437.00	387.00
I	WORD PROCESSING MANAGER	54	54	612.62	900.00	337.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	22	148	363.68	462.00	137.00	362.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	58	355.98	525.00	287.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	8	11	497.45	650.00	387.00	462.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	12	12	455.00	900.00	412.00	525.00	412.00
EE	STAFF ANALYST	14	31	579.77	1,001.00	362.00	575.00	575.00
J	INFORMATION MANAGER	34	38	769.86	1,001.00	362.00	750.00	900.00
	AVERAGE HRS/WK	36.7						
	COMPANIES RESPONDING	128						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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OAKLAND/SAN FRANCISCO
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	18	24	270.58	487.00	137.00	262.00	237.00
B	WORD PROCESSING OPERATOR	40	111	360.56	650.00	142.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	48	161	377.22	750.00	237.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	33	74	398.50	900.00	262.00	387.00	412.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	418.33	525.00	337.00	387.00	387.00
F	WORD PROCESSING TRAINER	4*	4	427.75	525.00	312.00	437.00	312.00
G	PROOFREADER	10	21	353.09	575.00	237.00	337.00	312.00
H	WORD PROCESSING SUPERVISOR	36	38	491.47	1,001.00	262.00	487.00	487.00
I	WORD PROCESSING MANAGER	32	32	564.71	1,001.00	362.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	19	193	385.61	750.00	262.00	362.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	12	301	385.30	575.00	312.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	21	408.42	487.00	337.00	412.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	608.16	900.00	412.00	575.00	412.00
EE	STAFF ANALYST	9	12	622.00	1,001.00	437.00	525.00	525.00
J	INFORMATION MANAGER	10	10	707.60	1,001.00	387.00	650.00	525.00
	AVERAGE HRS/WK	38.5						
	COMPANIES RESPONDING	83						

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MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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ORANGE COUNTY
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	8	10	259.50	337.00	212.00	262.00	262.00
B	WORD PROCESSING OPERATOR	11	29	299.93	387.00	237.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	18	56	328.96	412.00	262.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	15	330.33	387.00	287.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	3*	3	370.33	487.00	262.00	337.00	262.00
G	PROOFREADER	2*	2	399.50	462.00	337.00	437.00	337.00
H	WORD PROCESSING SUPERVISOR	19	23	416.39	575.00	287.00	412.00	437.00
I	WORD PROCESSING MANAGER	5*	5	464.60	525.00	412.00	437.00	412.00
AA	ADMINISTRATIVE SECRETARY	3*	3	303.66	362.00	237.00	287.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	412.00	412.00	412.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	670.66	900.00	462.00	575.00	462.00
EE	STAFF ANALYST	2*	2	456.00	525.00	387.00	487.00	387.00
J	INFORMATION MANAGER	2*	2	650.00	650.00	650.00	650.00	650.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	34						

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MODE: Most frequent occurrence
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PHILADELPHIA
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	18	53	201.75	287.00	165.00	195.00	195.00
B	WORD PROCESSING OPERATOR	42	168	263.27	412.00	165.00	262.00	212.00
C	WORD PROCESSING SPECIALIST I	45	201	286.77	575.00	175.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	39	76	317.92	462.00	212.00	312.00	362.00
E	PHOTOTYPESETTING SPECIALIST	5*	8	280.75	337.00	212.00	312.00	212.00
F	WORD PROCESSING TRAINER	11	13	381.30	575.00	237.00	387.00	387.00
G	PROOFREADER	6	11	307.45	412.00	237.00	287.00	237.00
H	WORD PROCESSING SUPERVISOR	37	57	402.66	575.00	237.00	362.00	362.00
I	WORD PROCESSING MANAGER	23	25	510.24	900.00	287.00	487.00	650.00
AA	ADMINISTRATIVE SECRETARY	12	62	307.53	387.00	185.00	312.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	57	363.31	487.00	262.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	14	434.35	525.00	287.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	452.20	650.00	287.00	412.00	287.00
EE	STAFF ANALYST	7	11	591.90	900.00	312.00	650.00	650.00
J	INFORMATION MANAGER	11	12	609.25	1,001.00	262.00	487.00	487.00
	AVERAGE HRS/WK	37.7						
	COMPANIES RESPONDING	78						

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MODE: Most frequent occurrence
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PHOENIX
(zip code region 8)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	16	27	244.40	412.00	175.00	212.00	212.00
B	WORD PROCESSING OPERATOR	19	70	263.14	387.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	20	77	299.98	462.00	212.00	287.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	32	311.21	412.00	237.00	287.00	262.00
E	PHOTOTYPESETTING SPECIALIST	4*	6	332.83	437.00	262.00	362.00	262.00
F	WORD PROCESSING TRAINER	4*	7	401.42	575.00	312.00	337.00	312.00
G	PROOFREADER	3*	4	280.75	362.00	212.00	262.00	212.00
H	WORD PROCESSING SUPERVISOR	20	31	414.93	650.00	287.00	387.00	387.00
I	WORD PROCESSING MANAGER	13	13	507.38	900.00	337.00	437.00	362.00
AA	ADMINISTRATIVE SECRETARY	7	10	250.60	312.00	175.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	287.00	287.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	262.00	262.00	262.00	262.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	6	364.16	575.00	312.00	312.00	312.00
EE	STAFF ANALYST	3*	4	471.50	575.00	412.00	437.00	412.00
J	INFORMATION MANAGER	5*	5	700.20	1,001.00	362.00	650.00	1,001.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	34						

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MODE: Most frequent occurrence
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PITTSBURGH
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	7	221.42	262.00	195.00	212.00	212.00
B	WORD PROCESSING OPERATOR	17	43	279.74	575.00	212.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	22	56	293.53	487.00	195.00	287.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	20	347.65	525.00	237.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	312.00	362.00	262.00	337.00	262.00
F	WORD PROCESSING TRAINER	4*	5	337.00	362.00	312.00	312.00	312.00
G	PROOFREADER	5*	9	250.88	287.00	212.00	237.00	262.00
H	WORD PROCESSING SUPERVISOR	14	15	393.73	575.00	262.00	387.00	412.00
I	WORD PROCESSING MANAGER	12	12	417.25	525.00	312.00	412.00	387.00
AA	ADMINISTRATIVE SECRETARY	3*	8	288.00	487.00	195.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	19	358.05	362.00	312.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	550.00	575.00	525.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	637.50	750.00	525.00	650.00	525.00
EE	STAFF ANALYST	4*	9	392.66	575.00	262.00	312.00	287.00
J	INFORMATION MANAGER	8	8	712.62	1,001.00	525.00	650.00	650.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	36						

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MODE: Most frequent occurrence
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PORTLAND
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	13	25	227.28	312.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	23	73	282.08	362.00	195.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	26	79	295.54	387.00	212.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	23	43	334.67	437.00	212.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	4*	14	338.78	387.00	262.00	337.00	387.00
F	WORD PROCESSING TRAINER	2*	2	287.00	287.00	287.00	287.00	287.00
G	PROOFREADER	8	19	333.05	387.00	237.00	337.00	387.00
H	WORD PROCESSING SUPERVISOR	27	34	368.26	650.00	262.00	362.00	362.00
I	WORD PROCESSING MANAGER	22	36	463.97	650.00	175.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	11	63	273.49	412.00	195.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	28	337.00	437.00	237.00	337.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	12	320.33	412.00	262.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	26	417.34	650.00	337.00	387.00	387.00
EE	STAFF ANALYST	5*	5	497.20	650.00	387.00	462.00	462.00
J	INFORMATION MANAGER	10	11	643.18	1,001.00	312.00	575.00	525.00
	AVERAGE HRS/WK	39.5						
	COMPANIES RESPONDING	54						

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MODE: Most frequent occurrence
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ROCHESTER/SYRACUSE
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	25	231.28	412.00	175.00	212.00	212.00
B	WORD PROCESSING OPERATOR	17	48	258.08	412.00	165.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	13	31	261.12	337.00	185.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	14	292.35	412.00	237.00	287.00	237.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	3*	3	328.66	362.00	312.00	312.00	312.00
G	PROOFREADER	4*	4	271.50	387.00	175.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	11	11	347.27	525.00	212.00	337.00	337.00
I	WORD PROCESSING MANAGER	5*	5	487.20	650.00	337.00	412.00	650.00
AA	ADMINISTRATIVE SECRETARY	8	105	295.80	387.00	212.00	287.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	8	349.50	387.00	237.00	362.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	7	390.57	437.00	337.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	440.25	525.00	387.00	437.00	387.00
EE	STAFF ANALYST	3*	5	439.60	575.00	387.00	412.00	412.00
J	INFORMATION MANAGER	6	6	735.50	1,001.00	312.00	750.00	650.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	29						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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SAN DIEGO
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	12	247.41	312.00	212.00	212.00	212.00
B	WORD PROCESSING OPERATOR	15	53	283.84	387.00	155.00	262.00	387.00
C	WORD PROCESSING SPECIALIST I	15	37	322.13	437.00	237.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	25	346.92	437.00	185.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	341.16	387.00	312.00	337.00	312.00
F	WORD PROCESSING TRAINER	3*	4	362.00	437.00	337.00	337.00	337.00
G	PROOFREADER	2*	2	274.50	287.00	262.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	14	15	423.73	650.00	262.00	412.00	437.00
I	WORD PROCESSING MANAGER	8	8	468.50	575.00	362.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	5*	10	390.80	900.00	262.00	337.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	5	377.00	412.00	287.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	337.00	337.00	337.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	483.00	525.00	437.00	462.00	437.00
EF	STAFF ANALYST	2*	2	506.00	525.00	487.00	487.00	487.00
J	INFORMATION MANAGER	5*	5	785.20	1,001.00	525.00	750.00	750.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	27						

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MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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SANTA MONICA
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	8	243.12	362.00	195.00	237.00	195.00
B	WORD PROCESSING OPERATOR	2*	21	273.04	387.00	195.00	212.00	337.00
C	WORD PROCESSING SPECIALIST I	2*	12	437.00	487.00	387.00	412.00	412.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	2	550.00	575.00	525.00	525.00	525.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	10	237.00	237.00	237.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	2*	8	434.00	575.00	387.00	387.00	387.00
I	WORD PROCESSING MANAGER	2*	6	858.83	1,001.00	650.00	900.00	1,001.00
AA	ADMINISTRATIVE SECRETARY	2*	6	528.83	650.00	462.00	462.00	462.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	587.33	750.00	487.00	487.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	4	750.00	750.00	750.00	750.00	750.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
EE	STAFF ANALYST	2*	4	362.00	437.00	337.00	337.00	337.00
J	INFORMATION MANAGER	2*	3	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
	AVERAGE HRS/WK	37.5						
	COMPANIES RESPONDING	2						

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TAMPA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	15	210.26	262.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	17	73	288.53	362.00	185.00	262.00	362.00
C	WORD PROCESSING SPECIALIST I	14	57	242.26	312.00	212.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	10	287.00	387.00	237.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST	1*	5	312.00	312.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	2*	2	406.00	525.00	287.00	487.00	287.00
G	PROOFREADER	6	9	317.55	387.00	237.00	262.00	387.00
H	WORD PROCESSING SUPERVISOR	17	25	371.00	487.00	237.00	387.00	437.00
I	WORD PROCESSING MANAGER	6	6	443.33	750.00	337.00	387.00	337.00
AA	ADMINISTRATIVE SECRETARY	4*	22	321.09	412.00	212.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	13	312.00	412.00	237.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	658.33	750.00	575.00	575.00	575.00
EE	STAFF ANALYST	2*	3	378.66	412.00	362.00	362.00	362.00
J	INFORMATION MANAGER	5*	6	614.50	900.00	437.00	575.00	525.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	28						

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WASHINGTON DC
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	14	26	273.65	462.00	137.00	287.00	287.00
B	WORD PROCESSING OPERATOR	21	93	332.48	462.00	142.00	337.00	362.00
C	WORD PROCESSING SPECIALIST I	32	112	336.60	525.00	155.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	39	372.84	487.00	185.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	424.50	487.00	362.00	462.00	362.00
F	WORD PROCESSING TRAINER	7	12	389.16	525.00	287.00	362.00	312.00
G	PROOFREADER	6	14	299.50	387.00	212.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	24	30	448.36	575.00	262.00	462.00	387.00
I	WORD PROCESSING MANAGER	18	18	531.05	750.00	287.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	7	49	326.10	462.00	155.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	15	372.00	487.00	312.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	9	359.22	387.00	287.00	362.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	437.00	487.00	387.00	462.00	387.00
EE	STAFF ANALYST	4*	4	456.00	525.00	312.00	487.00	525.00
J	INFORMATION MANAGER	11	11	751.18	1,001.00	487.00	750.00	750.00
	AVERAGE HRS/WK	38.1						
	COMPANIES RESPONDING	48						

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WINSTON SALEM/GREENSBORO/HIGH POINT
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	10	210.90	237.00	165.00	212.00	237.00
B	WORD PROCESSING OPERATOR	15	57	268.15	900.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	16	68	291.91	900.00	175.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	26	337.50	900.00	237.00	287.00	262.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	312.00	312.00	312.00	312.00	312.00
G	PROOFREADER	1*	1	287.00	287.00	287.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	9	10	423.40	1,001.00	312.00	337.00	337.00
I	WORD PROCESSING MANAGER	10	10	427.10	525.00	337.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	4*	58	265.01	337.00	212.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	79	307.25	412.00	262.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	2	274.50	287.00	262.00	262.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	437.00	437.00	437.00	437.00	437.00
EE	STAFF ANALYST	3*	4	440.25	525.00	362.00	437.00	437.00
J	INFORMATION MANAGER	7	7	528.42	650.00	312.00	525.00	575.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	25						

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MODE: Most frequent occurrence
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NON-METROPOLITAN

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	170	448	217.57	412.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	343	1,276	261.71	575.00	137.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	309	984	288.02	525.00	137.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	223	398	322.68	650.00	175.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	37	83	328.38	575.00	165.00	337.00	362.00
F	WORD PROCESSING TRAINER	55	72	342.06	900.00	175.00	312.00	287.00
G	PROOFREADER	53	119	314.52	575.00	185.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	279	350	379.27	750.00	175.00	362.00	412.00
I	WORD PROCESSING MANAGER	179	180	479.33	900.00	137.00	437.00	387.00
AA	ADMINISTRATIVE SECRETARY	106	695	279.43	575.00	175.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	59	251	323.53	750.00	195.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	35	61	376.60	650.00	212.00	362.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	32	32	590.84	900.00	312.00	575.00	650.00
EE	STAFF ANALYST	30	39	523.71	1,001.00	195.00	487.00	525.00
J	INFORMATION MANAGER	107	109	611.84	1,001.00	287.00	525.00	525.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	617						

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TOTAL CANADA

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	72	166	293.34	437.00	147.00	312.00	312.00
B	WORD PROCESSING OPERATOR	142	682	342.51	525.00	212.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	126	456	363.89	575.00	237.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	100	141	392.70	650.00	237.00	387.00	337.00
E	PHOTOTYPESETTING SPECIALIST	17	27	413.44	525.00	312.00	387.00	387.00
F	WORD PROCESSING TRAINER	24	39	448.30	900.00	337.00	387.00	337.00
G	PROOFREADER	18	31	366.06	525.00	237.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	111	132	465.27	750.00	262.00	462.00	525.00
I	WORD PROCESSING MANAGER	60	64	577.57	900.00	337.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	48	333	397.83	525.00	212.00	387.00	487.00
BB	SENIOR ADMINISTRATIVE SECRETARY	39	163	441.11	575.00	262.00	437.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	19	46	487.45	750.00	387.00	487.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	19	22	626.59	900.00	362.00	575.00	525.00
EE	STAFF ANALYST	24	29	610.27	1,001.00	387.00	575.00	650.00
J	INFORMATION MANAGER	32	39	763.00	1,001.00	387.00	750.00	900.00
	AVERAGE HRS/WK	36.8						
	COMPANIES RESPONDING	259						

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CALGARY

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	19	302.31	362.00	195.00	312.00	312.00
B	WORD PROCESSING OPERATOR	16	79	385.41	462.00	237.00	387.00	387.00
C	WORD PROCESSING SPECIALIST I	16	48	426.06	487.00	312.00	437.00	462.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	22	442.72	525.00	312.00	437.00	437.00
E	PHOTOTYPESETTING SPECIALIST	5*	7	408.42	462.00	387.00	387.00	387.00
F	WORD PROCESSING TRAINER	3*	6	476.66	525.00	462.00	462.00	462.00
G	PROOFREADER	4*	7	406.71	525.00	312.00	387.00	412.00
H	WORD PROCESSING SUPERVISOR	15	15	575.73	750.00	412.00	575.00	650.00
I	WORD PROCESSING MANAGER	6	6	727.00	900.00	487.00	750.00	900.00
AA	ADMINISTRATIVE SECRETARY	5*	63	394.95	525.00	312.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	40	497.57	575.00	387.00	525.00	575.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	14	513.14	650.00	437.00	487.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	544.80	750.00	437.00	487.00	437.00
EE	STAFF ANALYST	3*	3	662.66	1,001.00	462.00	487.00	462.00
J	INFORMATION MANAGER	6	6	867.16	1,001.00	650.00	900.00	1,001.00
	AVERAGE HRS/WK	37.2						
	COMPANIES RESPONDING	28						

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MONTREAL

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	17	31	300.64	437.00	185.00	312.00	312.00
B	WORD PROCESSING OPERATOR	27	136	367.05	525.00	212.00	362.00	312.00
C	WORD PROCESSING SPECIALIST I	19	57	347.98	525.00	287.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	15	18	368.94	437.00	262.00	387.00	337.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	393.25	437.00	337.00	387.00	337.00
F	WORD PROCESSING TRAINER	2*	3	499.66	575.00	462.00	462.00	462.00
G	PROOFREADER	1*	1	337.00	337.00	337.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	18	23	491.04	650.00	262.00	487.00	525.00
I	WORD PROCESSING MANAGER	5*	5	617.40	750.00	462.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	7	122	448.52	525.00	312.00	487.00	487.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	32	441.53	575.00	262.00	387.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	4	493.50	525.00	462.00	487.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	5	559.80	750.00	437.00	487.00	437.00
EE	STAFF ANALYST	5*	6	625.00	650.00	575.00	650.00	650.00
J	INFORMATION MANAGER	7	7	846.71	1,001.00	575.00	900.00	900.00
	AVERAGE HRS/WK	36.5						
	COMPANIES RESPONDING	40						

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OTTAWA

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	10	194.90	287.00	175.00	175.00	175.00
B	WORD PROCESSING OPERATOR	12	54	342.09	412.00	287.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	12	129	369.55	412.00	312.00	387.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	12	374.50	437.00	337.00	362.00	337.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	387.00	387.00	387.00	387.00	387.00
F	WORD PROCESSING TRAINER	5*	7	365.57	437.00	337.00	337.00	337.00
G	PROOFREADER	4*	8	365.12	437.00	312.00	362.00	312.00
H	WORD PROCESSING SUPERVISOR	10	19	450.21	525.00	337.00	437.00	487.00
I	WORD PROCESSING MANAGER	11	15	532.40	650.00	337.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	6	30	362.00	437.00	212.00	362.00	412.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	9	473.22	575.00	412.00	462.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	437.00	437.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	362.00	362.00	362.00	362.00	362.00
EE	STAFF ANALYST	5*	5	595.00	650.00	525.00	575.00	575.00
J	INFORMATION MANAGER	5*	5	627.40	900.00	387.00	525.00	387.00
	AVERAGE HRS/WK	36.7						
	COMPANIES RESPONDING	27						

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MODE: Most frequent occurrence
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TORONTO

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	33	77	297.51	412.00	147.00	312.00	312.00
B	WORD PROCESSING OPERATOR	54	278	327.10	412.00	237.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	53	169	350.68	575.00	237.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	47	66	381.53	650.00	237.00	362.00	387.00
E	PHOTOTYPESETTING SPECIALIST	4*	6	424.50	487.00	362.00	437.00	362.00
F	WORD PROCESSING TRAINER	7	13	499.61	900.00	337.00	362.00	362.00
G	PROOFREADER	7	12	356.83	525.00	262.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	47	54	431.05	650.00	312.00	412.00	362.00
I	WORD PROCESSING MANAGER	26	26	559.42	900.00	362.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	20	78	361.03	462.00	262.00	362.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	16	68	409.98	525.00	312.00	412.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	8	23	482.26	750.00	387.00	462.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	9	705.55	900.00	525.00	650.00	525.00
EE	STAFF ANALYST	6	9	541.44	750.00	387.00	487.00	525.00
J	INFORMATION MANAGER	9	16	737.62	1,001.00	575.00	750.00	750.00
	AVERAGE HRS/WK	36.8						
	COMPANIES RESPONDING	107						

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MODE: Most frequent occurrence
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WINNIPEG

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	12	305.75	387.00	262.00	312.00	312.00
B	WORD PROCESSING OPERATOR	8	40	333.87	387.00	262.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	6	21	329.85	437.00	237.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	6	399.50	437.00	337.00	412.00	437.00
E	PHOTOTYPESETTING SPECIALIST	2*	6	443.50	525.00	362.00	487.00	362.00
F	WORD PROCESSING TRAINER	2*	4	368.25	387.00	362.00	362.00	362.00
G	PROOFREADER	1*	1	487.00	487.00	487.00	487.00	487.00
H	WORD PROCESSING SUPERVISOR	5*	5	454.60	650.00	337.00	412.00	337.00
I	WORD PROCESSING MANAGER	2*	2	556.00	650.00	462.00	575.00	462.00
AA	ADMINISTRATIVE SECRETARY	3*	14	303.07	362.00	237.00	312.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
EE	STAFF ANALYST	2*	2	531.00	650.00	412.00	575.00	412.00
J	INFORMATION MANAGER	4*	4	734.50	1,001.00	462.00	750.00	462.00
	AVERAGE HRS/WK	37.2						
	COMPANIES RESPONDING	15						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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NON-METROPOLITAN

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	17	300.23	362.00	237.00	312.00	312.00
B	WORD PROCESSING OPERATOR	25	95	320.68	437.00	237.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	20	32	368.31	525.00	262.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	17	407.00	575.00	262.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	374.50	437.00	312.00	412.00	312.00
F	WORD PROCESSING TRAINER	5*	6	433.00	650.00	337.00	337.00	337.00
G	PROOFREADER	1*	2	237.00	237.00	237.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	16	16	461.37	650.00	337.00	437.00	337.00
I	WORD PROCESSING MANAGER	10	10	587.50	900.00	437.00	525.00	437.00
AA	ADMINISTRATIVE SECRETARY	8	26	369.69	462.00	287.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	14	409.35	525.00	362.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	4	434.00	525.00	387.00	412.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
EE	STAFF ANALYST	3*	4	762.50	900.00	650.00	750.00	750.00
J	INFORMATION MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
	AVERAGE HRS/WK	36.7						
	COMPANIES RESPONDING	42						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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AEROSPACE INDUSTRY
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	12	28	271.35	750.00	195.00	262.00	262.00
B	WORD PROCESSING OPERATOR	14	71	281.40	462.00	185.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	20	79	342.37	487.00	262.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	15	30	377.86	575.00	312.00	362.00	337.00
E	PHOTOTYPESETTING SPECIALIST	5*	9	323.11	387.00	262.00	312.00	312.00
F	WORD PROCESSING TRAINER	2*	2	374.50	387.00	362.00	362.00	362.00
G	PROOFREADER	7	19	265.94	412.00	237.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	19	29	426.75	650.00	287.00	387.00	387.00
I	WORD PROCESSING MANAGER	7	11	727.45	1,001.00	462.00	650.00	750.00
AA	ADMINISTRATIVE SECRETARY	5*	13	408.23	650.00	262.00	337.00	462.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	587.33	750.00	487.00	487.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	5	697.40	750.00	487.00	750.00	750.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	825.33	1,001.00	575.00	750.00	575.00
EE	STAFF ANALYST	6	11	436.00	575.00	337.00	412.00	337.00
J	INFORMATION MANAGER	8	9	861.44	1,001.00	650.00	900.00	900.00
	AVERAGE HRS/WK	38.0						
	COMPANIES RESPONDING	71						

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MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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CHEMICAL/ALLIED PRODUCTS
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	22	239.86	287.00	175.00	237.00	237.00
B	WORD PROCESSING OPERATOR	18	101	276.85	362.00	212.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	22	125	288.47	387.00	185.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	22	55	363.14	525.00	212.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	337.00	337.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER	6	7	354.85	487.00	262.00	337.00	337.00
G	PROOFREADER	2*	4	362.00	387.00	337.00	362.00	362.00
H	WORD PROCESSING SUPERVISOR	16	22	428.00	525.00	312.00	412.00	462.00
I	WORD PROCESSING MANAGER	12	12	572.75	750.00	312.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	8	126	300.69	337.00	237.00	312.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	117	343.05	487.00	195.00	337.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	12	454.75	525.00	337.00	462.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	487.00	487.00	487.00	487.00	487.00
EE	STAFF ANALYST	4*	7	696.42	900.00	525.00	650.00	650.00
J	INFORMATION MANAGER	7	7	753.71	1,001.00	362.00	750.00	900.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	36						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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FOOD/TOBACCO
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	21	243.33	287.00	195.00	237.00	237.00
B	WORD PROCESSING OPERATOR	20	72	305.75	437.00	212.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	18	75	319.66	437.00	237.00	312.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	18	28	377.17	487.00	287.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	6	19	352.78	412.00	262.00	387.00	387.00
F	WORD PROCESSING TRAINER	2*	2	531.00	650.00	412.00	575.00	412.00
G	PROOFREADER	4*	5	367.00	412.00	312.00	337.00	412.00
H	WORD PROCESSING SUPERVISOR	12	13	455.46	650.00	287.00	437.00	525.00
I	WORD PROCESSING MANAGER	12	12	539.41	750.00	362.00	525.00	650.00
AA	ADMINISTRATIVE SECRETARY	5*	29	296.48	312.00	262.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	22	342.68	462.00	262.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	362.00	362.00	362.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	3*	5	735.40	1,001.00	525.00	575.00	575.00
J	INFORMATION MANAGER	6	6	681.33	1,001.00	487.00	575.00	525.00
	AVERAGE HRS/WK	38.4						
	COMPANIES RESPONDING	33						

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INSTRUMENTS
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	387.00	387.00	387.00	387.00	387.00
B	WORD PROCESSING OPERATOR	5*	12	332.83	387.00	212.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	2*	4	337.00	387.00	287.00	362.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	2	324.50	387.00	262.00	362.00	262.00
E	PHOTOTYPESETTING SPECIALIST	1*	4	355.75	387.00	312.00	362.00	362.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	3*	3	320.33	412.00	212.00	312.00	212.00
I	WORD PROCESSING MANAGER	2*	2	587.50	650.00	525.00	575.00	525.00
AA	ADMINISTRATIVE SECRETARY	1*	1	287.00	287.00	287.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	362.00	362.00	362.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	387.00	462.00	312.00	437.00	312.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	2*	2	825.00	900.00	750.00	750.00	750.00
	AVERAGE HRS/WK	40.0						
	COMPANIES RESPONDING	8						

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MODE: Most frequent occurrence
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MACHINERY
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	14	310.00	362.00	175.00	362.00	362.00
B	WORD PROCESSING OPERATOR	3*	20	359.50	387.00	212.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	6	36	339.77	362.00	212.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	2	324.50	362.00	287.00	337.00	287.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	387.00	387.00	387.00	387.00	387.00
F	WORD PROCESSING TRAINER	1*	1	387.00	387.00	387.00	387.00	387.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	2	518.50	650.00	387.00	575.00	387.00
I	WORD PROCESSING MANAGER	1*	1	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST							
I	INFORMATION MANAGER	2*	2	825.00	900.00	750.00	750.00	750.00
	AVERAGE HRS/WK	40.0						
	COMPANIES RESPONDING	8						

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MODE: Most frequent occurrence
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PAPER/PAPER PRODUCTS
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	2	324.50	337.00	312.00	312.00	312.00
B	WORD PROCESSING OPERATOR	5*	31	317.64	412.00	237.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	4*	10	339.50	387.00	262.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	5	347.00	412.00	287.00	337.00	362.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	6	424.50	462.00	387.00	412.00	412.00
I	WORD PROCESSING MANAGER	3*	3	554.00	650.00	362.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	1*	2	399.50	437.00	362.00	412.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	2*	4	506.00	650.00	412.00	487.00	412.00
J	INFORMATION MANAGER	2*	2	631.00	900.00	362.00	750.00	362.00
	AVERAGE HRS/WK	38.1						
	COMPANIES RESPONDING	6						

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PETROLEUM/COAL/RUBBER
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	19	275.15	337.00	237.00	262.00	262.00
B	WORD PROCESSING OPERATOR	20	95	326.47	437.00	237.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	25	78	344.37	487.00	262.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	22	51	376.70	462.00	287.00	387.00	412.00
E	PHOTOTYPESETTING SPECIALIST	3*	11	364.27	387.00	337.00	362.00	362.00
F	WORD PROCESSING TRAINER	6	6	399.50	487.00	337.00	387.00	337.00
G	PROOFREADER	4*	7	365.57	412.00	337.00	362.00	362.00
H	WORD PROCESSING SUPERVISOR	25	33	494.06	750.00	262.00	487.00	525.00
I	WORD PROCESSING MANAGER	17	18	608.22	900.00	362.00	650.00	750.00
AA	ADMINISTRATIVE SECRETARY	4*	22	343.81	437.00	262.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	5	357.00	387.00	262.00	362.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	650.00	650.00	650.00	650.00	650.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	5*	14	610.71	900.00	525.00	575.00	525.00
J	INFORMATION MANAGER	2*	2	950.50	1,001.00	900.00	900.00	900.00
	AVERAGE HRS/WK	39.5						
	COMPANIES RESPONDING	40						

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PRIMARY/FABRICATED METAL
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	18	280.05	312.00	262.00	287.00	262.00
B	WORD PROCESSING OPERATOR	4*	19	313.31	362.00	287.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	1*	2	337.00	337.00	337.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	4	318.25	337.00	312.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	412.00	412.00	412.00	412.00	412.00
G	PROOFREADER	1*	1	362.00	362.00	362.00	362.00	362.00
H	WORD PROCESSING SUPERVISOR	1*	1	525.00	525.00	525.00	525.00	525.00
I	WORD PROCESSING MANAGER							
		2*	19	246.47	337.00	195.00	195.00	195.00
AA	ADMINISTRATIVE SECRETARY	2*	14	367.35	437.00	287.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	437.00	437.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST							
		1*	1	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	5						

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PRINTING/PUBLISHING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	6	193.16	237.00	155.00	185.00	155.00
B	WORD PROCESSING OPERATOR	15	33	246.36	412.00	155.00	212.00	165.00
C	WORD PROCESSING SPECIALIST I	9	17	303.17	437.00	237.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	7	312.00	362.00	262.00	312.00	337.00
E	PHOTOTYPESETTING SPECIALIST	10	28	321.39	575.00	212.00	312.00	312.00
F	WORD PROCESSING TRAINER	2*	4	349.50	387.00	237.00	387.00	387.00
G	PROOFREADER	5*	8	290.12	362.00	212.00	262.00	362.00
H	WORD PROCESSING SUPERVISOR	8	8	373.00	525.00	287.00	362.00	312.00
I	WORD PROCESSING MANAGER	4*	4	518.50	650.00	362.00	525.00	362.00
AA	ADMINISTRATIVE SECRETARY	5*	5	389.20	900.00	185.00	262.00	185.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	5	307.00	362.00	237.00	287.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	406.00	525.00	287.00	487.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	546.75	650.00	487.00	525.00	525.00
EE	STAFF ANALYST	1*	1	312.00	312.00	312.00	312.00	312.00
J	INFORMATION MANAGER	8	8	540.50	1,001.00	262.00	487.00	462.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	30						

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MODE: Most frequent occurrence
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TEXTILE/APPAREL
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	2	198.50	212.00	185.00	195.00	185.00
B	WORD PROCESSING OPERATOR	6	38	310.65	337.00	195.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	3*	24	291.16	437.00	237.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	20	278.25	312.00	237.00	287.00	262.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	2*	3	420.33	487.00	287.00	462.00	487.00
G	PROOFREADER	1*	1	312.00	312.00	312.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	2*	3	370.33	462.00	312.00	312.00	312.00
I	WORD PROCESSING MANAGER	1*	1	462.00	462.00	462.00	462.00	462.00
AA	ADMINISTRATIVE SECRETARY	6	48	283.35	337.00	212.00	262.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	46	398.91	525.00	262.00	312.00	525.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	7	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	2*	2	468.50	575.00	362.00	525.00	362.00
J	INFORMATION MANAGER	4*	4	765.75	1,001.00	412.00	750.00	412.00
	AVERAGE HRS/WK	38.5						
	COMPANIES RESPONDING	10						

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MODE: Most frequent occurrence
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TRANSPORTATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	2	312.00	412.00	212.00	387.00	212.00
B	WORD PROCESSING OPERATOR	9	19	369.89	487.00	237.00	362.00	487.00
C	WORD PROCESSING SPECIALIST I	8	14	312.28	525.00	195.00	262.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	4	384.00	575.00	237.00	412.00	237.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	437.00	462.00	412.00	437.00	412.00
F	WORD PROCESSING TRAINER	1*	1	575.00	575.00	575.00	575.00	575.00
G	PROOFREADER	1*	1	237.00	237.00	237.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	9	9	508.11	650.00	287.00	487.00	650.00
I	WORD PROCESSING MANAGER	4*	4	452.75	750.00	312.00	387.00	312.00
AA	ADMINISTRATIVE SECRETARY	3*	12	370.33	487.00	337.00	362.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	7	755.28	900.00	337.00	750.00	750.00
EE	STAFF ANALYST	2*	4	681.25	750.00	575.00	650.00	750.00
J	INFORMATION MANAGER	2*	2	763.00	1,001.00	525.00	900.00	525.00
	AVERAGE HRS/WK	39.5						
	COMPANIES RESPONDING	15						

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MODE: Most frequent occurrence
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INFORMATION SYSTEMS/PRODUCTS/MANUFACTURING/SALES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	18	20	229.70	312.00	147.00	237.00	212.00
B	WORD PROCESSING OPERATOR	36	68	270.45	387.00	137.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	33	88	341.54	487.00	212.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	22	36	338.38	487.00	237.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	27	49	340.30	575.00	147.00	312.00	262.00
G	PROOFREADER	3*	7	229.85	337.00	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	28	30	415.03	1,001.00	237.00	362.00	312.00
I	WORD PROCESSING MANAGER	22	22	475.27	650.00	312.00	462.00	575.00
AA	ADMINISTRATIVE SECRETARY	23	115	321.26	437.00	195.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	13	71	403.40	525.00	287.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	16	387.81	650.00	312.00	362.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	8	493.50	650.00	362.00	487.00	412.00
EE	STAFF ANALYST	9	11	484.90	650.00	312.00	437.00	412.00
J	INFORMATION MANAGER	16	16	635.81	900.00	362.00	575.00	900.00
	AVERAGE HRS/WK	39.7						
	COMPANIES RESPONDING	89						

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MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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OTHER MANUFACTURING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	30	77	266.19	437.00	137.00	262.00	212.00
B	WORD PROCESSING OPERATOR	76	382	294.02	525.00	185.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	89	338	319.01	525.00	195.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	61	107	355.71	650.00	262.00	337.00	362.00
E	PHOTOTYPESETTING SPECIALIST	12	30	347.83	437.00	237.00	362.00	362.00
F	WORD PROCESSING TRAINER	11	12	386.00	575.00	262.00	362.00	287.00
G	PROOFREADER	24	31	327.32	437.00	212.00	337.00	412.00
H	WORD PROCESSING SUPERVISOR	68	86	423.72	650.00	237.00	412.00	412.00
I	WORD PROCESSING MANAGER	46	46	544.10	900.00	237.00	525.00	650.00
AA	ADMINISTRATIVE SECRETARY	28	192	291.72	575.00	185.00	312.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	14	85	355.83	575.00	212.00	387.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	8	426.25	525.00	237.00	437.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	11	565.72	900.00	387.00	525.00	525.00
EE	STAFF ANALYST	11	12	464.25	750.00	312.00	412.00	387.00
J	INFORMATION MANAGER	23	23	737.00	1,001.00	437.00	750.00	750.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	146						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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AGRICULTURE/FORESTRY
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE							
B	WORD PROCESSING OPERATOR	1*	1	212.00	212.00	212.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	1*	4	287.00	287.00	287.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	4	262.00	287.00	237.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	1	287.00	287.00	287.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	3*	3	345.33	362.00	337.00	337.00	337.00
I	WORD PROCESSING MANAGER	1*	1	387.00	387.00	387.00	387.00	387.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
	AVERAGE HRS/WK	42.7						
	COMPANIES RESPONDING	5						

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MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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EDUCATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	33	68	196.64	312.00	137.00	195.00	212.00
B	WORD PROCESSING OPERATOR	80	218	254.22	575.00	142.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	68	154	257.51	412.00	155.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	42	73	280.83	437.00	212.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST	10	13	281.46	362.00	165.00	262.00	262.00
F	WORD PROCESSING TRAINER	50	82	378.03	650.00	165.00	362.00	437.00
G	PROOFREADER	13	13	316.84	750.00	212.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	69	82	340.68	750.00	212.00	312.00	262.00
I	WORD PROCESSING MANAGER	57	66	407.57	750.00	237.00	387.00	287.00
AA	ADMINISTRATIVE SECRETARY	38	429	241.86	412.00	155.00	237.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	22	157	259.02	462.00	195.00	262.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	17	36	329.72	575.00	212.00	337.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	12	14	442.50	650.00	287.00	412.00	362.00
EE	STAFF ANALYST	6	8	506.00	650.00	362.00	487.00	487.00
J	INFORMATION MANAGER	34	35	518.65	900.00	237.00	487.00	525.00
	AVERAGE HRS/WK	38.5						
	COMPANIES RESPONDING	194						

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MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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FEDERAL GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	12	84	203.95	312.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	21	322	247.33	575.00	165.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	24	79	279.92	462.00	195.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	22	314.27	437.00	237.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	5*	8	272.37	362.00	195.00	287.00	287.00
F	WORD PROCESSING TRAINER	3*	5	407.00	462.00	337.00	412.00	337.00
G	PROOFREADER	9	15	302.00	362.00	237.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	17	22	408.72	1,001.00	262.00	362.00	312.00
I	WORD PROCESSING MANAGER	12	12	444.33	900.00	362.00	387.00	387.00
AA	ADMINISTRATIVE SECRETARY	7	52	264.88	337.00	212.00	287.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	15	280.66	337.00	262.00	262.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	15	331.20	525.00	287.00	287.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	521.50	650.00	462.00	487.00	487.00
EE	STAFF ANALYST	6	13	584.53	900.00	337.00	525.00	650.00
J	INFORMATION MANAGER	10	11	644.18	900.00	362.00	575.00	900.00
	AVERAGE HRS/WK	39.7						
	COMPANIES RESPONDING	32						

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STATE GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	22	30	226.33	337.00	155.00	212.00	212.00
B	WORD PROCESSING OPERATOR	39	158	266.39	362.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	40	130	304.79	525.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	34	70	311.82	525.00	212.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	8	24	334.91	387.00	262.00	337.00	337.00
F	WORD PROCESSING TRAINER	5*	9	287.00	462.00	237.00	237.00	237.00
G	PROOFREADER	8	26	355.80	575.00	237.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	43	60	352.01	525.00	262.00	362.00	387.00
I	WORD PROCESSING MANAGER	28	42	484.88	900.00	262.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	13	62	294.83	525.00	185.00	287.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	33	333.60	575.00	237.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	9	384.33	575.00	262.00	337.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	27	443.55	900.00	337.00	387.00	387.00
EE	STAFF ANALYST	7	7	592.71	900.00	462.00	525.00	462.00
J	INFORMATION MANAGER	10	10	674.90	900.00	362.00	750.00	750.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	69						

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LOCAL GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	21	50	229.40	337.00	147.00	212.00	195.00
B	WORD PROCESSING OPERATOR	45	180	286.15	900.00	165.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	40	144	300.02	900.00	237.00	287.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	28	40	350.15	900.00	237.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	320.33	337.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	2*	3	303.66	312.00	287.00	287.00	312.00
G	PROOFREADER	1*	1	287.00	287.00	287.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	40	51	389.49	1,001.00	287.00	362.00	312.00
I	WORD PROCESSING MANAGER	21	21	478.28	1,001.00	262.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	14	65	396.52	750.00	212.00	312.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	21	333.42	462.00	262.00	312.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	8	360.50	575.00	312.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	7	535.57	650.00	337.00	525.00	650.00
EE	STAFF ANALYST	6	10	402.10	650.00	262.00	387.00	287.00
J	INFORMATION MANAGER	15	15	588.26	1,001.00	312.00	575.00	575.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	77						

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MODE: Most frequent occurrence
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INSURANCE
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	85	351	222.98	462.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	124	761	246.40	387.00	137.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	128	450	278.22	437.00	147.00	287.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	100	184	307.88	462.00	185.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	20	26	288.84	412.00	185.00	262.00	262.00
F	WORD PROCESSING TRAINER	19	44	356.90	525.00	175.00	387.00	387.00
G	PROOFREADER	21	78	252.84	462.00	175.00	237.00	195.00
H	WORD PROCESSING SUPERVISOR	101	133	386.84	650.00	237.00	387.00	412.00
I	WORD PROCESSING MANAGER	84	88	493.77	900.00	312.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	17	57	253.35	362.00	175.00	237.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	125	336.00	487.00	262.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	22	380.18	387.00	312.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	13	14	548.92	1,001.00	387.00	487.00	650.00
EE	STAFF ANALYST	10	37	531.35	575.00	237.00	575.00	575.00
J	INFORMATION MANAGER	18	23	675.47	900.00	312.00	650.00	750.00
	AVERAGE HRS/WK	37.7						
	COMPANIES RESPONDING	184						

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INVESTMENT/BANKING/CREDIT AGENCIES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	76	151	223.23	337.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	144	464	248.02	462.00	142.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	148	437	280.86	525.00	165.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	106	179	313.93	487.00	175.00	312.00	262.00
E	PHOTOTYPESETTING SPECIALIST	8	20	345.75	437.00	237.00	362.00	362.00
F	WORD PROCESSING TRAINER	22	26	346.61	437.00	212.00	362.00	312.00
G	PROOFREADER	25	38	292.47	487.00	195.00	287.00	262.00
H	WORD PROCESSING SUPERVISOR	123	156	360.89	650.00	175.00	362.00	337.00
I	WORD PROCESSING MANAGER	100	102	462.88	900.00	312.00	437.00	525.00
AA	ADMINISTRATIVE SECRETARY	22	109	279.15	362.00	175.00	287.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	13	71	325.70	387.00	185.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	11	18	359.22	487.00	262.00	362.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	12	12	523.66	900.00	312.00	487.00	487.00
EE	STAFF ANALYST	18	34	500.11	900.00	312.00	487.00	525.00
J	INFORMATION MANAGER	33	37	660.43	1,001.00	287.00	650.00	900.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	227						

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MODE: Most frequent occurrence
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CONSTRUCTION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	5	257.00	262.00	237.00	262.00	262.00
B	WORD PROCESSING OPERATOR	1*	3	220.33	237.00	212.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	7	14	337.00	412.00	237.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	4	293.25	387.00	262.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	3*	5	422.00	487.00	362.00	387.00	387.00
I	WORD PROCESSING MANAGER	4*	4	434.00	525.00	287.00	462.00	287.00
AA	ADMINISTRATIVE SECRETARY	2*	11	382.45	412.00	312.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	5	422.00	462.00	412.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	525.00	525.00	525.00	525.00	525.00
J	INFORMATION MANAGER	3*	3	804.66	1,001.00	412.00	900.00	1,001.00
	AVERAGE HRS/WK	40.2						
	COMPANIES RESPONDING	10						

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LEGAL SERVICES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	58	148	255.78	487.00	142.00	262.00	212.00
B	WORD PROCESSING OPERATOR	100	446	323.38	575.00	155.00	312.00	287.00
C	WORD PROCESSING SPECIALIST I	122	479	368.15	575.00	212.00	362.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	101	218	389.27	575.00	185.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	312.00	312.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	13	13	443.76	650.00	337.00	412.00	412.00
G	PROOFREADER	33	133	287.20	575.00	212.00	287.00	212.00
H	WORD PROCESSING SUPERVISOR	121	164	431.82	650.00	237.00	437.00	387.00
I	WORD PROCESSING MANAGER	54	54	561.48	900.00	165.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	30	275	317.68	650.00	212.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	20	90	349.35	750.00	195.00	337.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	14	488.57	900.00	362.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	16	19	622.31	1,001.00	212.00	575.00	575.00
EE	STAFF ANALYST	7	7	535.57	1,001.00	337.00	437.00	387.00
J	INFORMATION MANAGER	35	36	695.22	1,001.00	362.00	650.00	750.00
	AVERAGE HRS/WK	36.8						
	COMPANIES RESPONDING	194						

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MEDICAL CARE
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	15	48	222.35	362.00	137.00	237.00	237.00
B	WORD PROCESSING OPERATOR	37	266	237.52	362.00	142.00	212.00	185.00
C	WORD PROCESSING SPECIALIST I	30	115	288.38	462.00	137.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	23	36	303.61	437.00	185.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	337.00	362.00	287.00	337.00	362.00
F	WORD PROCESSING TRAINER	5*	6	332.83	487.00	262.00	287.00	287.00
G	PROOFREADER	2*	2	287.00	312.00	262.00	287.00	262.00
H	WORD PROCESSING SUPERVISOR	25	32	383.90	525.00	262.00	387.00	387.00
I	WORD PROCESSING MANAGER	30	30	473.00	750.00	337.00	437.00	437.00
AA	ADMINISTRATIVE SECRETARY	18	332	220.01	387.00	175.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	113	296.29	437.00	237.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	549.66	750.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	8	423.12	1,001.00	312.00	312.00	312.00
EE	STAFF ANALYST	7	18	495.50	575.00	337.00	487.00	487.00
J	INFORMATION MANAGER	9	9	686.33	1,001.00	387.00	525.00	1,001.00
	AVERAGE HRS/WK	39.6						
	COMPANIES RESPONDING	67						

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MODE: Most frequent occurrence
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ASSOCIATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	17	260.29	312.00	175.00	262.00	262.00
B	WORD PROCESSING OPERATOR	19	55	267.10	387.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	14	29	284.41	387.00	212.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	22	319.95	462.00	237.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	378.66	487.00	262.00	362.00	262.00
F	WORD PROCESSING TRAINER	1*	2	412.00	487.00	337.00	462.00	337.00
G	PROOFREADER	1*	1	387.00	387.00	387.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	14	17	386.29	525.00	212.00	387.00	362.00
I	WORD PROCESSING MANAGER	8	8	495.00	650.00	412.00	462.00	437.00
AA	ADMINISTRATIVE SECRETARY	4*	32	283.09	387.00	237.00	287.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	10	342.00	462.00	287.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	287.00	287.00	287.00	287.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	2	362.00	362.00	362.00	362.00	362.00
EE	STAFF ANALYST	1*	1	525.00	525.00	525.00	525.00	525.00
J	INFORMATION MANAGER	6	6	677.00	900.00	337.00	650.00	900.00
	AVERAGE HRS/WK	37.5						
	COMPANIES RESPONDING	28						

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MODE: Most frequent occurrence
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OTHER PROFESSIONAL SERVICES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	27	39	224.56	362.00	142.00	212.00	212.00
B	WORD PROCESSING OPERATOR	63	154	295.21	437.00	155.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	70	202	309.40	462.00	212.00	312.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	49	72	348.91	487.00	195.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	6	10	334.50	412.00	262.00	337.00	262.00
F	WORD PROCESSING TRAINER	12	16	397.25	750.00	212.00	312.00	262.00
G	PROOFREADER	26	41	291.31	525.00	137.00	287.00	312.00
H	WORD PROCESSING SUPERVISOR	60	67	405.16	650.00	262.00	412.00	412.00
I	WORD PROCESSING MANAGER	41	44	541.04	1,001.00	175.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	23	66	326.53	437.00	155.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	16	36	392.94	525.00	237.00	387.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	21	477.66	650.00	237.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	8	526.37	750.00	387.00	525.00	525.00
EE	STAFF ANALYST	5*	6	708.66	1,001.00	312.00	900.00	1,001.00
J	INFORMATION MANAGER	29	31	578.12	1,001.00	212.00	525.00	650.00
	AVERAGE HRS/WK	38.5						
	COMPANIES RESPONDING	142						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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PUBLIC UTILITIES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	22	61	251.47	412.00	185.00	237.00	195.00
B	WORD PROCESSING OPERATOR	49	262	330.46	575.00	212.00	337.00	362.00
C	WORD PROCESSING SPECIALIST I	59	275	355.74	575.00	195.00	362.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	38	82	408.84	650.00	212.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	7	11	421.27	525.00	287.00	387.00	525.00
F	WORD PROCESSING TRAINER	6	7	498.00	575.00	362.00	487.00	575.00
G	PROOFREADER	14	30	339.66	525.00	195.00	312.00	387.00
H	WORD PROCESSING SUPERVISOR	46	70	505.65	1,001.00	387.00	487.00	525.00
I	WORD PROCESSING MANAGER	36	47	624.14	900.00	412.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY	13	159	346.59	487.00	137.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	85	363.48	525.00	237.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	20	501.65	650.00	362.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	10	723.70	900.00	362.00	750.00	900.00
EE	STAFF ANALYST	10	12	539.41	650.00	412.00	525.00	462.00
J	INFORMATION MANAGER	14	14	774.35	1,001.00	437.00	750.00	1,001.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	85						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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RETAIL/WHOLESALE/IMPORT/EXPORT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	11	23	214.78	287.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	21	71	251.60	312.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	17	40	310.72	362.00	195.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	16	330.75	462.00	212.00	337.00	212.00
E	PHOTOTYPESETTING SPECIALIST	3*	5	287.00	412.00	212.00	262.00	212.00
F	WORD PROCESSING TRAINER	1*	1	362.00	362.00	362.00	362.00	362.00
G	PROOFREADER	4*	4	299.50	312.00	287.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	18	18	357.83	487.00	262.00	362.00	262.00
I	WORD PROCESSING MANAGER	11	11	507.72	650.00	412.00	487.00	412.00
AA	ADMINISTRATIVE SECRETARY	3*	7	226.57	312.00	175.00	175.00	175.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	7	313.14	362.00	195.00	312.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	6	370.33	437.00	287.00	362.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
EE	STAFF ANALYST	1*	1	312.00	312.00	312.00	312.00	312.00
J	INFORMATION MANAGER	4*	4	512.25	650.00	387.00	525.00	387.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	32						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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RESEARCH/ENGINEERING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	28	83	247.89	337.00	175.00	237.00	262.00
B	WORD PROCESSING OPERATOR	51	285	281.06	412.00	195.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	58	240	311.92	437.00	165.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	44	96	352.41	525.00	185.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	8	10	339.50	387.00	262.00	337.00	387.00
F	WORD PROCESSING TRAINER	7	7	358.42	412.00	212.00	362.00	412.00
G	PROOFREADER	15	31	312.80	462.00	212.00	312.00	287.00
H	WORD PROCESSING SUPERVISOR	54	79	413.82	650.00	287.00	412.00	387.00
I	WORD PROCESSING MANAGER	26	27	556.74	900.00	387.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	15	116	322.34	437.00	212.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	254	373.37	575.00	237.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	23	402.21	487.00	312.00	412.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	8	556.12	750.00	462.00	525.00	575.00
EE	STAFF ANALYST	6	6	447.50	525.00	412.00	437.00	412.00
J	INFORMATION MANAGER	13	13	607.61	1,001.00	287.00	487.00	487.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	89						

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MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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INFORMATION MANAGEMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	3	159.00	165.00	147.00	155.00	165.00
B	WORD PROCESSING OPERATOR	2*	3	245.33	262.00	212.00	237.00	262.00
C	WORD PROCESSING SPECIALIST I	4*	24	245.33	312.00	237.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	4	327.75	525.00	262.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	2*	2	593.50	900.00	287.00	750.00	287.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	2	324.50	362.00	287.00	337.00	287.00
I	WORD PROCESSING MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	4*	15	333.66	412.00	262.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	3	362.00	412.00	312.00	337.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	362.00	362.00	362.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	606.00	750.00	462.00	650.00	462.00
EE	STAFF ANALYST	3*	6	485.16	575.00	412.00	487.00	412.00
J	INFORMATION MANAGER	3*	3	816.66	900.00	650.00	750.00	900.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	9						

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MODE: Most frequent occurrence
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INFORMATION SERVICE BUREAU
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	15	21	205.19	287.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	18	41	202.24	462.00	137.00	185.00	165.00
C	WORD PROCESSING SPECIALIST I	13	26	283.65	525.00	212.00	262.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	12	281.83	525.00	237.00	262.00	237.00
E	PHOTOTYPESETTING SPECIALIST	1*	6	487.00	487.00	487.00	487.00	487.00
F	WORD PROCESSING TRAINER	7	8	315.12	362.00	237.00	312.00	312.00
G	PROOFREADER	5*	8	406.75	487.00	195.00	462.00	487.00
H	WORD PROCESSING SUPERVISOR	12	15	342.06	575.00	212.00	312.00	312.00
I	WORD PROCESSING MANAGER	14	14	428.14	750.00	137.00	437.00	312.00
AA	ADMINISTRATIVE SECRETARY	3*	3	245.33	262.00	212.00	237.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	237.00	237.00	237.00	237.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	4*	4	511.25	750.00	195.00	525.00	195.00
J	INFORMATION MANAGER	8	8	621.87	1,001.00	312.00	525.00	525.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	40						

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MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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OTHER NON-MANUFACTURING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	70	117	233.52	412.00	137.00	237.00	237.00
B	WORD PROCESSING OPERATOR	108	389	281.49	525.00	175.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	103	260	307.24	487.00	175.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	72	111	338.01	575.00	237.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	16	21	339.42	525.00	237.00	287.00	262.00
F	WORD PROCESSING TRAINER	17	19	411.47	575.00	287.00	387.00	387.00
G	PROOFREADER	20	33	279.81	437.00	175.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	86	107	409.35	650.00	195.00	387.00	387.00
I	WORD PROCESSING MANAGER	64	64	506.76	1,001.00	312.00	462.00	412.00
AA	ADMINISTRATIVE SECRETARY	27	176	331.71	525.00	185.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	21	74	386.70	750.00	262.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	8	9	459.44	525.00	337.00	437.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	17	17	555.64	900.00	287.00	525.00	650.00
EE	STAFF ANALYST	13	16	477.06	1,001.00	312.00	462.00	525.00
J	INFORMATION MANAGER	40	40	592.07	1,001.00	262.00	525.00	525.00
	AVERAGE HRS/WK	38.6						
	COMPANIES RESPONDING	193						

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MODE: Most frequent occurrence
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AEROSPACE INDUSTRY
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	312.00	312.00	312.00	312.00	312.00
B	WORD PROCESSING OPERATOR	3*	18	343.94	387.00	312.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	3*	13	396.61	462.00	337.00	362.00	462.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	2	437.00	437.00	437.00	437.00	437.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	487.00	487.00	487.00	487.00	487.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	1	337.00	337.00	337.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	3*	4	512.25	650.00	412.00	487.00	412.00
I	WORD PROCESSING MANAGER	3*	3	633.33	750.00	575.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	4						

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CHEMICAL/ALLIED PRODUCTS
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	287.00	287.00	287.00	287.00	287.00
B	WORD PROCESSING OPERATOR	1*	1	337.00	337.00	337.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	1*	1	387.00	387.00	387.00	387.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	1	412.00	412.00	412.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR							
I	WORD PROCESSING MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	1*	8	355.75	412.00	287.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	2	437.00	462.00	412.00	437.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	437.00	437.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	36.6						
	COMPANIES RESPONDING	3						

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MODE: Most frequent occurrence
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FOOD/TOBACCO
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	312.00	312.00	312.00	312.00	312.00
B	WORD PROCESSING OPERATOR	3*	13	315.84	337.00	262.00	312.00	337.00
C	WORD PROCESSING SPECIALIST I	2*	3	378.66	412.00	362.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	3	362.00	387.00	312.00	362.00	387.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	2	449.50	462.00	437.00	437.00	437.00
I	WORD PROCESSING MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	37.1						
	COMPANIES RESPONDING	4						

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MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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PETROLEUM/COAL/RUBBER
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	6	299.50	337.00	262.00	287.00	262.00
B	WORD PROCESSING OPERATOR	5*	35	363.42	437.00	312.00	362.00	312.00
C	WORD PROCESSING SPECIALIST I	8	39	399.23	525.00	337.00	412.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	8	507.50	575.00	462.00	462.00	462.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	387.00	387.00	387.00	387.00	387.00
F	WORD PROCESSING TRAINER	2*	2	568.50	650.00	487.00	575.00	487.00
G	PROOFREADER	2*	3	449.66	525.00	412.00	412.00	412.00
H	WORD PROCESSING SUPERVISOR	8	8	593.62	750.00	412.00	575.00	650.00
I	WORD PROCESSING MANAGER	4*	4	734.25	900.00	487.00	750.00	900.00
AA	ADMINISTRATIVE SECRETARY	1*	19	371.21	387.00	337.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	30	526.10	575.00	462.00	525.00	575.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
J	INFORMATION MANAGER	1*	1	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
	AVERAGE HRS/WK	38.0						
	COMPANIES RESPONDING	10						

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MODE: Most frequent occurrence
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PRINTING/PUBLISHING
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	3	262.00	287.00	212.00	262.00	287.00
B	WORD PROCESSING OPERATOR	2*	7	326.28	362.00	237.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	1*	3	287.00	287.00	287.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	2	349.50	387.00	312.00	362.00	312.00
E	PHOTOTYPESETTING SPECIALIST	3*	5	474.80	525.00	387.00	487.00	525.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	1	487.00	487.00	487.00	487.00	487.00
H	WORD PROCESSING SUPERVISOR	2*	2	443.50	525.00	362.00	487.00	362.00
I	WORD PROCESSING MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	1*	1	337.00	337.00	337.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	362.00	362.00	362.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
	AVERAGE HRS/WK	36.5						
	COMPANIES RESPONDING	6						

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MODE: Most frequent occurrence
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TRANSPORTATION
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	4	374.50	412.00	312.00	387.00	412.00
B	WORD PROCESSING OPERATOR	7	66	429.24	525.00	287.00	437.00	462.00
C	WORD PROCESSING SPECIALIST I	6	12	408.91	525.00	312.00	412.00	462.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	4	409.00	525.00	337.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	412.00	437.00	387.00	412.00	387.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	1	262.00	262.00	262.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	2*	6	570.83	650.00	525.00	575.00	575.00
I	WORD PROCESSING MANAGER	2*	2	493.50	525.00	462.00	487.00	462.00
AA	ADMINISTRATIVE SECRETARY	4*	102	474.31	525.00	312.00	487.00	487.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	13	559.61	575.00	525.00	575.00	575.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	2*	3	625.00	650.00	575.00	575.00	650.00
J	INFORMATION MANAGER	2*	2	825.50	1,001.00	650.00	900.00	650.00
	AVERAGE HRS/WK	37.2						
	COMPANIES RESPONDING	10						

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MODE: Most frequent occurrence
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INFORMATION SYSTEMS/PRODUCTS/MANUFACTURING/SALES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	3	245.33	262.00	237.00	237.00	237.00
B	WORD PROCESSING OPERATOR	4*	12	284.91	362.00	262.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	4*	13	323.53	362.00	287.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	2	337.00	337.00	337.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	4*	8	352.62	387.00	337.00	337.00	337.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	1*	1	575.00	575.00	575.00	575.00	575.00
I	WORD PROCESSING MANAGER							
AA	ADMINISTRATIVE SECRETARY	4*	27	346.25	412.00	287.00	337.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	8	398.00	525.00	312.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	462.00	462.00	462.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	4	440.25	525.00	362.00	437.00	437.00
EE	STAFF ANALYST	1*	1	575.00	575.00	575.00	575.00	575.00
J	INFORMATION MANAGER	1*	1	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
	AVERAGE HRS/WK	37.2						
	COMPANIES RESPONDING	15						

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MODE: Most frequent occurrence
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OTHER MANUFACTURING
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	2	249.50	262.00	237.00	237.00	237.00
B	WORD PROCESSING OPERATOR	9	15	327.00	362.00	287.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	8	14	349.50	387.00	287.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	2	374.50	412.00	337.00	387.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	4*	4	430.75	487.00	337.00	437.00	337.00
I	WORD PROCESSING MANAGER	1*	1	487.00	487.00	487.00	487.00	487.00
AA	ADMINISTRATIVE SECRETARY	2*	5	332.00	412.00	287.00	312.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	462.00	462.00	462.00	462.00	462.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	387.00	387.00	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	587.50	650.00	525.00	575.00	525.00
EE	STAFF ANALYST	2*	2	543.50	650.00	437.00	575.00	437.00
J	INFORMATION MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
	AVERAGE HRS/WK	37.6						
	COMPANIES RESPONDING	17						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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EDUCATION
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	8	16	299.50	362.00	237.00	312.00	312.00
B	WORD PROCESSING OPERATOR	11	36	333.52	412.00	262.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	8	20	368.25	487.00	287.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	13	390.84	487.00	312.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	370.33	412.00	312.00	362.00	312.00
F	WORD PROCESSING TRAINER	6	12	508.00	900.00	337.00	362.00	362.00
G	PROOFREADER	1*	3	395.33	412.00	387.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	6	6	449.66	525.00	387.00	437.00	387.00
I	WORD PROCESSING MANAGER	5*	5	622.20	900.00	412.00	437.00	900.00
AA	ADMINISTRATIVE SECRETARY	6	47	387.00	462.00	212.00	387.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	16	401.06	437.00	387.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	16	504.43	650.00	387.00	487.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
EE	STAFF ANALYST	3*	4	743.75	900.00	575.00	750.00	750.00
J	INFORMATION MANAGER	3*	10	717.60	1,001.00	575.00	650.00	575.00
	AVERAGE HRS/WK	35.7						
	COMPANIES RESPONDING	22						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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FEDERAL GOVERNMENT
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE							
B	WORD PROCESSING OPERATOR	2*	10	337.00	337.00	337.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	7	107	371.11	412.00	337.00	387.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	8	377.62	412.00	337.00	387.00	337.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	370.33	387.00	337.00	362.00	387.00
F	WORD PROCESSING TRAINER	2*	3	420.33	462.00	337.00	437.00	462.00
G	PROOFREADER	1*	4	312.00	312.00	312.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	7	14	464.78	525.00	337.00	487.00	487.00
I	WORD PROCESSING MANAGER	4*	4	540.50	650.00	337.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	3*	10	324.50	337.00	312.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	11	365.45	575.00	337.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	525.00	525.00	525.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
EE	STAFF ANALYST	2*	2	612.50	650.00	575.00	575.00	575.00
J	INFORMATION MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
	AVERAGE HRS/WK	37.2						
	COMPANIES RESPONDING	11						

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MODE: Most frequent occurrence
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PROVINCIAL GOVERNMENT
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	8	324.50	387.00	287.00	312.00	312.00
B	WORD PROCESSING OPERATOR	9	39	341.48	387.00	262.00	337.00	312.00
C	WORD PROCESSING SPECIALIST I	8	23	361.47	575.00	237.00	362.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	7	9	423.22	650.00	237.00	362.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	6	6	378.66	487.00	312.00	362.00	362.00
I	WORD PROCESSING MANAGER	4*	4	543.50	750.00	437.00	487.00	437.00
AA	ADMINISTRATIVE SECRETARY	3*	20	348.25	412.00	287.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	21	375.09	487.00	337.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	8	430.75	487.00	387.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	616.66	750.00	525.00	525.00	525.00
EE	STAFF ANALYST	2*	3	491.33	525.00	462.00	462.00	462.00
J	INFORMATION MANAGER	4*	4	634.25	900.00	462.00	575.00	462.00
	AVERAGE HRS/WK	36.3						
	COMPANIES RESPONDING	16						

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LOCAL GOVERNMENT
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	3	345.33	362.00	312.00	337.00	362.00
B	WORD PROCESSING OPERATOR	4*	23	357.65	412.00	312.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	5*	23	400.04	462.00	337.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	3	495.66	525.00	437.00	487.00	525.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	462.00	462.00	462.00	462.00	462.00
F	WORD PROCESSING TRAINER	1*	1	525.00	525.00	525.00	525.00	525.00
G	PROOFREADER	2*	2	437.00	437.00	437.00	437.00	437.00
H	WORD PROCESSING SUPERVISOR	4*	6	476.66	650.00	412.00	437.00	437.00
I	WORD PROCESSING MANAGER	2*	6	525.00	525.00	525.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	1*	9	400.88	437.00	337.00	412.00	412.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	3	499.66	525.00	487.00	487.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	487.00	487.00	487.00	487.00	487.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	3*	3	608.33	650.00	525.00	575.00	650.00
J	INFORMATION MANAGER	3*	3	850.00	900.00	750.00	750.00	900.00
	AVERAGE HRS/WK	35.3						
	COMPANIES RESPONDING	7						

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MODE: Most frequent occurrence
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INSURANCE
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	10	251.10	362.00	195.00	237.00	237.00
B	WORD PROCESSING OPERATOR	17	57	304.98	387.00	237.00	312.00	337.00
C	WORD PROCESSING SPECIALIST I	14	34	313.47	412.00	237.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	17	360.52	437.00	287.00	362.00	387.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	399.50	437.00	362.00	412.00	362.00
F	WORD PROCESSING TRAINER	1*	1	412.00	412.00	412.00	412.00	412.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	15	16	467.62	650.00	337.00	437.00	437.00
I	WORD PROCESSING MANAGER	4*	4	590.50	650.00	487.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	4*	17	322.29	437.00	237.00	287.00	437.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	4	437.00	462.00	362.00	462.00	462.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
EE	STAFF ANALYST	2*	2	581.00	750.00	412.00	650.00	412.00
J	INFORMATION MANAGER	4*	4	662.50	750.00	575.00	650.00	575.00
	AVERAGE HRS/WK	36.3						
	COMPANIES RESPONDING	27						

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INVESTMENT/BANKING/CREDIT AGENCIES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	35	304.85	312.00	262.00	312.00	312.00
B	WORD PROCESSING OPERATOR	12	143	335.42	387.00	262.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	11	56	353.51	387.00	312.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	7	12	368.25	412.00	337.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	462.00	462.00	462.00	462.00	462.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	2	337.00	337.00	337.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	11	17	415.70	575.00	362.00	387.00	362.00
I	WORD PROCESSING MANAGER	4*	4	631.00	900.00	412.00	650.00	412.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	387.00	387.00	387.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	3*	5	534.80	650.00	387.00	487.00	650.00
J	INFORMATION MANAGER	2*	2	775.00	900.00	650.00	750.00	650.00
	AVERAGE HRS/WK	36.7						
	COMPANIES RESPONDING	16						

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LEGAL SERVICES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	5	312.00	337.00	287.00	312.00	312.00
B	WORD PROCESSING OPERATOR	5*	15	335.33	387.00	262.00	337.00	312.00
C	WORD PROCESSING SPECIALIST I	4*	8	358.87	462.00	287.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	6	430.83	575.00	337.00	412.00	437.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	4*	4	459.25	525.00	262.00	525.00	525.00
I	WORD PROCESSING MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
	AVERAGE HRS/WK	35.7						
	COMPANIES RESPONDING	8						

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MODE: Most frequent occurrence
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ASSOCIATION
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	4	305.75	312.00	287.00	312.00	312.00
B	WORD PROCESSING OPERATOR	2*	20	333.25	337.00	312.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	2*	4	343.25	362.00	312.00	337.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	1	337.00	337.00	337.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	3*	3	420.33	437.00	387.00	412.00	437.00
I	WORD PROCESSING MANAGER	1*	1	387.00	387.00	387.00	387.00	387.00
AA	ADMINISTRATIVE SECRETARY	2*	8	340.12	362.00	337.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	5	382.00	387.00	362.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	36.0						
	COMPANIES RESPONDING	5						

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OTHER PROFESSIONAL SERVICES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	11	262.00	287.00	237.00	262.00	237.00
B	WORD PROCESSING OPERATOR	7	29	315.44	462.00	262.00	312.00	287.00
C	WORD PROCESSING SPECIALIST I	8	25	371.00	487.00	287.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	13	388.00	525.00	287.00	362.00	337.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	387.00	412.00	362.00	387.00	362.00
F	WORD PROCESSING TRAINER	2*	3	420.33	437.00	387.00	412.00	437.00
G	PROOFREADER	3*	5	337.00	412.00	287.00	312.00	337.00
H	WORD PROCESSING SUPERVISOR	7	7	469.28	575.00	362.00	462.00	487.00
I	WORD PROCESSING MANAGER	3*	3	520.66	650.00	387.00	487.00	387.00
AA	ADMINISTRATIVE SECRETARY	6	26	379.30	437.00	237.00	387.00	412.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	38	423.21	575.00	262.00	437.00	437.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	13	513.23	750.00	387.00	487.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	3	850.00	900.00	750.00	750.00	900.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	387.00	387.00	387.00	387.00	387.00
	AVERAGE HRS/WK	37.5						
	COMPANIES RESPONDING	16						

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PUBLIC UTILITIES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	5	282.00	362.00	262.00	262.00	262.00
B	WORD PROCESSING OPERATOR	4*	35	344.14	412.00	312.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	3*	5	362.00	412.00	312.00	362.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	5	417.00	437.00	387.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	1*	3	362.00	362.00	362.00	362.00	362.00
F	WORD PROCESSING TRAINER	2*	2	387.00	437.00	337.00	412.00	337.00
G	PROOFREADER	1*	2	399.50	412.00	387.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	1*	1	437.00	437.00	437.00	437.00	437.00
I	WORD PROCESSING MANAGER	3*	3	625.00	650.00	575.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	1*	3	362.00	362.00	362.00	362.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	900.00	900.00	900.00	900.00	900.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
	AVERAGE HRS/WK	36,4						
	COMPANIES RESPONDING	5						

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RETAIL/WHOLESALE/IMPORT/EXPORT
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	7	240.28	362.00	185.00	212.00	212.00
B	WORD PROCESSING OPERATOR	4*	8	285.87	337.00	212.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	2*	7	290.57	337.00	262.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	3	337.00	387.00	262.00	337.00	262.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	3*	3	387.00	462.00	337.00	337.00	337.00
I	WORD PROCESSING MANAGER	2*	2	550.00	575.00	525.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	36.0						
	COMPANIES RESPONDING	5						

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MODE: Most frequent occurrence
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RESEARCH/ENGINEERING
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	312.00	312.00	312.00	312.00	312.00
B	WORD PROCESSING OPERATOR	4*	7	347.71	437.00	262.00	337.00	362.00
C	WORD PROCESSING SPECIALIST I	3*	7	358.42	412.00	287.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	2	399.50	412.00	387.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	2	493.50	525.00	462.00	487.00	462.00
H	WORD PROCESSING SUPERVISOR	1*	1	650.00	650.00	650.00	650.00	650.00
I	WORD PROCESSING MANAGER	2*	2	531.00	575.00	487.00	525.00	487.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	462.00	462.00	462.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	38.0						
	COMPANIES RESPONDING	5						

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MODE: Most frequent occurrence
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INFORMATION SERVICE BUREAU
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	12	226.91	437.00	175.00	175.00	175.00
B	WORD PROCESSING OPERATOR	3*	4	355.75	462.00	262.00	387.00	262.00
C	WORD PROCESSING SPECIALIST I	1*	2	481.00	525.00	437.00	481.00	437.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	2	374.50	437.00	312.00	412.00	312.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	2*	2	468.50	575.00	362.00	525.00	362.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	2	493.50	650.00	337.00	575.00	337.00
I	WORD PROCESSING MANAGER	2*	2	506.00	650.00	362.00	575.00	362.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	437.00	437.00	437.00	437.00	437.00
EE	STAFF ANALYST	1*	1	650.00	650.00	650.00	650.00	650.00
J	INFORMATION MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
	AVERAGE HRS/WK	38.3						
	COMPANIES RESPONDING	6						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
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OTHER NON-MANUFACTURING
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	8	25	328.40	412.00	147.00	312.00	312.00
B	WORD PROCESSING OPERATOR	17	73	334.60	412.00	237.00	337.00	387.00
C	WORD PROCESSING SPECIALIST I	12	31	341.83	437.00	262.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	19	363.31	437.00	262.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	412.00	412.00	412.00	412.00	412.00
F	WORD PROCESSING TRAINER	2*	5	452.00	462.00	412.00	462.00	462.00
G	PROOFREADER	3*	5	292.00	337.00	237.00	287.00	[illegible].00
H	WORD PROCESSING SUPERVISOR	13	13	455.38	650.00	362.00	412.00	362.00
I	WORD PROCESSING MANAGER	8	8	582.62	900.00	387.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	3*	11	318.61	387.00	262.00	287.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	449.50	487.00	412.00	462.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	491.33	525.00	462.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	437.00	437.00	437.00	437.00	437.00
EE	STAFF ANALYST	2*	2	587.50	650.00	525.00	575.00	525.00
J	INFORMATION MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
	AVERAGE HRS/WK	36.8						
	COMPANIES RESPONDING	28						

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MODE: Most frequent occurrence
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